

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, DECEMBER 20, 2016.

12.16.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, December 20, 2016, at 7:30 p.m. by President Debbie Smart.

12.16.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart.

Absent: None.

Also present: Jason Kuhl, Executive Director; Mike Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Jan Sissors, Customer Services Manager; Michael Klean, Security Manager; Janet Moravec, Business Office Administrator; John T. Supplitt, Resident.

12.16.03 **PUBLIC COMMENT** – President Smart shared a note sent from the Harwood family.

12.16.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 15, 2016 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as corrected.

12.16.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2016 (Item 2)** – Mr. Kuhl reported 92% of the year has lapsed. Cash equivalents for November were \$19,161,734; last year cash equivalents were \$17,098,680. Real estate tax revenues received to date are at 99.4% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

12.16.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2016 (Action Item 3)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2016, IN THE AMOUNT OF \$1,455,335.34**. Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

12.16.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted certificates of appreciation presented to the library from High School District 214's Career Pathways program and from J.J.'s List; plans for creating a new 3-year Plan; and the introduction of the library's theme for 2017 "Inspiring Understanding."

12.16.08 There was no **UNFINISHED BUSINESS** to be discussed.

12.16.09 **NEW BUSINESS**

- **STAFF PRESENTATION – MEASURING CUSTOMER SATISFACTION (Item 4)** – Due to staff illness, the presentation on measuring customer satisfaction was postponed and will be given at the January board meeting.

- **APPROVAL FOR LATE OPENING FOR STAFF INSTITUTE DAY 2017 (Action Item 5)** – Mr. Kuhl requested permission to open the library at 1:00 p.m. on Wednesday, February 15, in order to provide the library’s once-a-year training opportunity for the entire staff.

Trustee Medall moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE DELAYED OPENING OF THE LIBRARY ON WEDNESDAY, FEBRUARY 15, 2017 IN ORDER FOR THE LIBRARY STAFF TO ATTEND THE ANNUAL STAFF INSTITUTE DAY.** Trustee Nelson seconded. All were in favor and the motion carried.

- **INKLEY APPEAL OF SUSPENSION (Action Item 6)** – After reviewing and discussing the security log and suspension history for Mr. Inkley, the board was in favor of upholding Mr. Inkley’s one-year suspension from library services.

12.16.10 **COMMITTEE REPORTS**

(A) **BUILDING (Trustee Unumb)** – Trustee Unumb reported the committee did not meet.

(B) **FINANCE (Trustee Zyck)** – Trustee Zyck reported the committee met immediately prior to the regular December board meeting.

- **2017 BUDGET AMENDMENT (Action Item 7)** – Trustee Zyck explained the proposed budget amendment will add the Director of Administration position to the Administration budget. The dollars are being reallocated from other budget lines from across the library, so the amendment is a net \$0 change.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2017 BUDGET AMENDMENT, DATED DECEMBER 20, 2016.** No second was required as the motion came from committee. All were in favor and the motion carried.

(C) **HUMAN RESOURCES (Trustee Zyck)** – Trustee Zyck reported the committee did not meet.

(D) **POLICY – (Trustee Nelson)** – Trustee Nelson reported the committee did not meet.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) –Trustee Brody Garkisch reported the committee did not meet.

- **NEXT MEETING: FRIDAY, JANUARY 13, 9:30 A.M.**

12.16.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends of the Library currently have 547 members and have \$129,144 in available funds. Long-time Friends volunteer Pat Denney announced she is resigning from the Friends Book Sale Committee. The Friends will be purchasing 100 books bags for sale at book sales. President Smart also attended the meeting and thanked the Friends for their continued support.

12.16.12 **OTHER**

- **ARLINGTON HEIGHTS VILLAGE BOARD JOINT BREAKFAST MEETING – SATURDAY, FEBRUARY 13, 8:30 A.M.** – The board discussed topics for the Arlington Heights Village Board joint breakfast meeting. Mr. Kuhl remarked a dialog about diversity and inclusion would be appropriate. President Smart suggested an update on the library’s upcoming parking lot project be included.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Unumb. All were in favor and the motion carried. The board went into closed session at 8:05 p.m.

The board returned to open session at 10:19 p.m.

Trustee Nelson moved **APPROVAL OF THE CLOSED SESSION MINUTES OF SEPTEMBER 20, 2016.** Trustee Unumb seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A PRORATED MERIT INCREASE OF 3.25% ANNUALLY FOR EXECUTIVE DIRECTOR JASON KUHL, EFFECTIVE JANUARY 1, 2017.** Trustee Unumb seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Brody Garkisch seconded. All were in favor and the meeting was adjourned at 10:21 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder