

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 10.20.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:00 p.m. on Monday, October 5, 2020, in the Hendrickson Room of the Arlington Heights Memorial Library.

Upon **ROLL CALL**, the following answered Present: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck.

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Gary Leclair, Facilities Manager; Janet Moravec, Business Office Administrator; Jeff Chamberlin, 20/10 Engineering Group.

- 10.20.02 There was no **PUBLIC COMMENT**.

- 10.20.03 **MILLER-PICKING UNIT REPLACEMENT (Item 1)** – President Zyck invited Mr. Leclair and Mr. Chamberlin to join the table. The committee reviewed options presented by 20/10 Engineering Group for the replacement of the Miller-Picking rooftop air handling unit. After review, the committee was in favor of the recommended single packaged rooftop unit manufactured by Aaon as the best solution for replacement.

- 10.20.04 **ELIMINATION OF OVERDUE FINE COLLECTION AND IMPLEMENTATION OF AUTO-RENEWAL (Item 2)** – The committee continued its discussion of the benefits and costs of eliminating overdue fine collection and the implementation of auto-renewal. Mr. Driskell provided information regarding proposed procedures and policies.

- 10.20.05 **PERSONAL PROPERTY REPLACEMENT TAX (Item 3)** – The committee reviewed and discussed a draft of an intergovernmental agreement between the library and the Village of Arlington Heights regarding past and future distributions of Personal Property Replacement Tax (PPRT) revenue by the Village to the library and the providing of services by the Village to the library.

- 10.20.06 **PROPOSED 2020 TAX LEVY (Item 4)** – The committee discussed and confirmed its decision of a 0% tax levy increase over the 2019 extended levy by Cook County. The 2020 tax levy would be in the amount of \$14,535,565.

10.20.07 **REVIEW OF THE PROPOSED BUDGET FOR 2021 (Item 5)** - Ms. Ekl highlighted the third draft of the 2021 budget includes several changes from the second version presented at the September 21 Committee of the Whole meeting:

- As the library is included in the levy for the Village of Arlington Heights and the Village is adding a 1% loss cost, the library budget must also include a 1% loss cost, \$143,916.
- Projected 2020 PPRT revenue is included
- Projected 2021 PPRT revenue is included
- Projected PPRT agreement included in 2021 budget
- Removed fines revenue, \$100,000, pending board approval
- Miller-Picking unit capital project was estimated at \$1.4M, but initial estimates reflect a maximum capital project cost of \$1M, reducing the 2021 capital expense budget by \$400,000
- Capital expense of \$25,000 for call center construction was included in the budget's second draft. While the amount has not changed, the description has been changed: construction/engineering for teen, call center and gender-neutral restroom
- The 2020 makerspace construction expense budget will be underspent, and additional construction will take place in 2021. An amendment to the 2021 budget for additional makerspace construction expenses is expected.

10.20.08 There were no **OTHER** items to be discussed.

10.20.09 Trustee Supplitt moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Smart seconded. All were in favor and the motion carried. The committee went into closed session at 7:56 p.m.

The board returned to open session at 8:38 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 5, 2020.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to be discussed, Trustee Ruhl moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:39 p.m.