

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 21, 2020.

04.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Monday, April 21, 2020, at 6:00 p.m. by President Greg Zyck. The meeting was held virtually and hosted on a live stream on the library's YouTube channel for public viewing, due to COVID-19 and the Illinois shelter in place order.

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

Absent: None

Also present via teleconference: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects.

04.20.03 **PUBLIC COMMENT** – President Zyck shared a public comment submitted via email regarding library services.

04.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends will not reschedule the April book sale, but are tentatively planning an August book sale. The Friends will start accepting donations 30 days after the library reopens to the public.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell provided a report on the Foundation's fund-raising activity. The Foundation continues to receive donations, and are staying connected with donors through email.

04.20.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 18, 2020 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

04.20.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 13, 2020 (Action Item 2)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

04.20.07 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 24, 2020 (Action Item 3)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

04.20.08 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF APRIL 6, 2020 (Action Item 4)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

04.20.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 29, 2020 (Item 5)** – Ms. Ekl directed the board to the February revenue and detail budget report.

04.20.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 29, 2020 (Action Item 6)** – Ms. Ekl reported this is a partial review as checks were approved at the special board meeting on March 13, 2020. This register includes payroll and a number of checks were canceled from the program department due to the cancelation of programing in response to the pandemic.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR FEBRUARY 29, 2020, IN THE AMOUNT OF \$1,095,105.08**. Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

04.20.11 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2020 (Item 7)** – Ms. Ekl reported the library received \$7,324,975 in real estate tax revenue as of March; this is 51% of the total real estate revenue budgeted for 2020. The Illinois Comptroller stated that property taxes should not be affected in 2020 and the library should expect to receive close to 100% of its budgeted tax revenue despite economy changes. In March, the Friends of the Library submitted a check to the library in the amount of \$2,142, applied towards programs and interior landscaping.

04.20.12 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2020 (Action Item 8)** – Ms. Ekl provided information in response to trustees' questions.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY DATED MARCH 31, 2020, IN THE AMOUNT OF \$1,131,628.89**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

04.20.13 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the March report with the exhibit, 'When Home Won't Let You Stay: Stories of Refugees in America' featuring 18 portraits of refugees in America by Chicago documentary artist and photographer James A. Bowey. Civic and voting events included a League of Women Voters' *Candidate Forum* attended by 96 community members and was highlighted in local news outlets. The Lego Train Exhibit brought in large crowds, who checked out 8,000 items, returned over 6,800 items and 1,000 holds were filled over the two days.

The Eighth Annual Teen Job Fair drew in 267 teens with their parents to meet with prospective employees. The Fifth Annual Harry Potter Book Night broke the attendance record with 730 witches, wizards and muggles. April report highlights include the launch of the Seventh Annual One Book, One Village community read initiative; and the STEM Expo saw 420 participants of all ages. Serving the community during COVID-19, Mr. Driskell highlighted online library card registration resulting in 149 new library cards with 82% of Arlington Heights residents holding library cards; Kanopy and hoopla borrowing limits were increased; creation of a dedicated page on the library's website compiling crisis information in response to COVID-19; and virtual programming on the library's YouTube channel including book recommendations, Tween Tuesdays and virtual storytimes. Digital Services staff is using 3D printing resources to support area health centers by printing personal protective equipment; Senior and Accessible Services staff created a pen pal program with two partner senior living communities and created a resource document containing online virtual tours, recommended books and movies available for download from the library website. The Arlington Heights COVID-19 Story Project launched April 7, inviting individuals, families, local organizations and members of the community to share stories, artifacts and any form of creative expression about living during the pandemic.

04.20.14 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 9)** – Staff and Williams Architects believe the recommended scope of work and proposed budget stay close to the original board-approved budget while addressing the most critical infrastructure and accessibility needs for the library to occupy the building located at 112 North Belmont Avenue. The plan provides a cost-conscious buildout direction for the space that is as consistent with the level of facility quality customers have come to expect from the library.

Trustee Smart moved **WITH THE INFORMATION AVAILABLE AND CURRENT EVALUATION AS OF APRIL 21, 2020, THE BOARD OF LIBRARY TRUSTEES APPROVES THE PROPOSED BUDGET FOR THE MAKERSPACE PROJECT NOT TO EXCEED \$1,156,015.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **MAKERSPACE CONSTRUCTION MANAGEMENT SERVICES (Action Item 10)** – Mr. Driskell discussed engaging the services of Shales McNutt Construction to provide construction management services for the rehabilitation and renovation of the building located at 112 North Belmont Avenue.

Trustee Supplitt moved **BASED ON THE INFORMATION SHARED AS OF APRIL 21, 2020, THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH SHALES MCNUTT CONSTRUCTION FOR CONSTRUCTION MANAGEMENT SERVICES, UPON REVIEW BY THE LIBRARY ATTORNEY, IN AN AMOUNT NOT TO EXCEED \$34,000.** Trustee

Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **PERSONAL PROPERTY TAX REPLACEMENT (Action Item 11)** – The board continued discussing potential changes in the collection of Personal Property Replacement tax.

- **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 12)** – The board discussed the library’s response to Coronavirus and the State of Illinois stay-at-home order and its impact to services and staffing. With the stay-at-home order expected to expire April 30, 2020, staff will begin to transition by preparing to provide limited services to the community while utilizing resources currently available.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT AND NON-EXEMPT STAFF THEIR REGULARLY SCHEDULED HOURS THROUGH THE PAY PERIOD ENDING MAY 14, 2020.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

04.20.15 There was no **NEW BUSINESS** to be discussed.

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

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:09 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder