

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 19, 2020.

05.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, May 19, 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.

05.20.02 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; Lisa Haack, Human Resources Manager; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Carrie Kotera, Williams Architects.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES MOVES MAKERSPACE PROJECT UPDATE ITEM 5 TO JUST AFTER PUBLIC COMMENT.** Trustee Smart seconded. All were in favor and the motion carried.

05.20.03 **PUBLIC COMMENT** – President Zyck shared two public comments submitted via email regarding library services.

05.20.04 - **MAKERSPACE PROJECT UPDATE (Item 5)** – Williams Architects presented an update on the progress of the makerspace building project located at 112 North Belmont Avenue, providing initial conceptual drawings including finishes, colors and layout of the spaces. Mr. Dogan commented on the Rebuild Illinois Fast-Track Public Infrastructure grant recently made available through the State of Illinois for shovel-ready projects. The replacement of the roof and HVAC equipment for the building at 112 North Belmont Avenue is currently out to bid.

05.20.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends of the Library are planning for their August book sale. They are pursuing additional income streams such as online sales and credit card processing. The Friends donated 250 books to the little free libraries throughout the community. Board elections took place with no changes to the board officers.

- **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. They have successfully completed their first audit earning them a silver rating with Guidestar.

- 05.20.06 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 21, 2020 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.
- 05.20.07 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF APRIL 29, 2020 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 05.20.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2020 (Item 3)** – Ms. Ekl reported the library received \$7.7 million in real estate taxes as of April 30; this is 54% of the total real estate revenue budgeted for 2020. Thirty-three percent of the fiscal year has lapsed, and the library has expensed 33% of the operating budget.
- 05.20.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2020 (Action Item 4)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.
- Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR APRIL 30, 2020, IN THE AMOUNT OF \$1,006,534.72**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.
- 05.20.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the launch of a new reading program for Grades K-3: *READ 500*; ESL virtual programs offered conversation groups and one-on-one sessions with students from home; Senior and Accessible Services (SAS) staff hosted weekly phone-in story discussions to reach homebound residents with limited or no access to other technology; the Senior Center Current Events discussion group met online via Zoom; SAS staff made 95 phone calls to senior residents and assisted with reference information, book downloads and readers advisory; 566 surgical mask extenders were printed for donation through the library with a design approved by the National Institute of Health; Digital Services staff implemented virtual one-on-one appointments through the library website where customers can request an appointment on the subjects of Computers and Technology or eBooks and eReaders; for National Volunteer Appreciation Week, library staff expressed gratitude for our volunteers by producing a thank you video viewable on YouTube; Early Literacy Supervisor Rebecca King hosted a virtual storytime for 30 moms and kids from *D214’s Women and Children’s Center*, a family literacy program; to celebrate National Bookmobile Day on April 22, the Arlington Heights Memorial Library’s bookmobile made an appearance on the Association of Bookmobile and Outreach Services’ (ABOS) Facebook page featuring a virtual bookmobile parade of over 100 bookmobiles and vans from across the world; the library van and bookmobile participating in the Our Lady of the Wayside 1st grade teacher

parade; Tween Librarian Kerry Bailey presented *Mug Cakes, Peeps Science, Snack Attack and Creative Writing* on *Tween Tuesdays*; Info Services staff covered 56 hours of chat services, responding to 607 chats and over 50 emails; Info Services Advisors created *Top Shelf* video booktalks on the library's YouTube channel, with 750 views to date; a total of 34 people attended two virtual business programs: *Job Search 101* and *The Case for Continuing to Market Through These Crazy Times*; Dann and Raymond's Movie Club continued on Zoom with *Star Trek Movies* with 87 attendees and *The Influence of 007!* with 67 attendees; Twenty-six customers joined Regin Igloria on Zoom from his home studio as he covered all parts of the bookbinding process; staff contacted more than a dozen organizations about the library's COVID-19 Community Story Project, including Northwest Suburban Genealogy Society, Daughters of the American Revolution (DAR), Luther Village, JOURNEYS The Road Home, Voices of Community, Acceptance and Love (VOCAL), Historical Arlington Neighborhood Association, Arlington Heights Fire and Police Departments, Arlington Heights Chamber of Commerce Business Builders Synergy Group, Rotary Club, and the Chamber of Commerce shared news of COVID-19 Stories, open to all members of the local business community, in an e-blast to over 2,200 businesses and residents; since the closure there has been increased usage of online resources and social media visits, with additional content created on YouTube, Instagram and Facebook; in April, staff completed 1,907 hours of training, with a total of 2,416 hours of training completed since the closure; and the Dunton Street Social Club hosted seven events over Zoom, including a coffee break, scavenger hunt, trivia nights and *Formal Fridays*, keeping staff connected.

05.20.11 OLD BUSINESS

- **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 6)** – The board discussed the library's response to Coronavirus, the State of Illinois stay-at-home order and its impact to services and staffing. Under Governor Pritzker's Executive Orders each government body, including public libraries, is authorized to determine its essential governmental functions. Mr. Driskell presented a list of essential functions; with the library providing a service to the community that includes physical interaction, he recommended board approval of identified essential services. The board also discussed staff pay as the library continues to expand its services in conjunction with Governor Pritzker's Restore Illinois plan.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND THE CLOSURE OF THE LIBRARY BUILDING TO THE PUBLIC UNTIL OUR REGION REACHES PHASE 4 OF THE RESTORE ILLINOIS REOPENING PLAN.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT AND NON-EXEMPT STAFF FOR THEIR REGULARLY SCHEDULED HOURS THROUGH THE END OF PHASE 3 OF THE RESTORE ILLINOIS REOPENING PLAN.** Trustee Tangney

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

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES OPENING THE LIBRARY BUILDING FOR MAINTENANCE AND CLEANING, ADMINISTRATIVE AND SUPPORT FUNCTIONS, AND THE PROCESSING AND DISTRIBUTION OF OUR COLLECTION AS ESSENTIAL SERVICES FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

05.20.12 **NEW BUSINESS**

-EMPLOYEE ENGAGEMENT SURVEY (Item 7)

Staff presented the results of the employee engagement survey including the process, results and action planning.

-2021 BUDGET TIMETABLE (Item 8)

The board reviewed the timetable for budget preparations for 2021. With the disruption caused by COVID-19, some of the dates in the timetable have shifted later than previous years.

05.20.13 **OTHER**

- Trustee Smart shared the state questors have matched the \$1,000 donation from the Arlington Heights Godey Questors to benefit historical preservation and restoration in Arlington Heights.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Thanopolous seconded. All were in favor and the meeting was adjourned at 8:28 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder