

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 16, 2020.

06.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, June 16, 2020, at 6:30 p.m. by President Greg Zyck. Due to a change with the Open Meetings Act on June 12, based on the Illinois Governor declaring a state of disaster due to COVID-19, the board met virtually via Zoom as it was not able to gather in groups of more than 10 people during Phase 3 of the Restore Illinois plan. The meeting was hosted on a live stream on the library's YouTube channel for public viewing.

06.20.02 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; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Carrie Kotera, Williams Architects.

06.20.03 There was no **PUBLIC COMMENT**.

06.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends are planning their August book sale but due to the limits on large gatherings are considering other sale options such as the Farmer's Market or a parking lot sale. They are also continuing to work on possible electronic payment options. The Friends plan to restart activity in their workroom and made a second donation for little free libraries throughout the community. Thank you to Bookmobile Supervisor Teri Scallon and bookmobile staff who will continue to restock the little free libraries throughout the summer.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation is working with ITW on kitchen items for the Belmont makerspace. President Lauree Harp and Treasurer Gary McClung are working on elevating the Foundation's GuideStar status from silver to gold. The Foundation received matching funds from the Illinois State Questers for external lamps at the Belmont property.

06.20.05 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 19, 2020 (Action Item 1)**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart,

Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The minutes were approved as submitted.

06.20.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2020 (Item 2)** – Ms. Ekl reported the library received \$7.5 million in real estate taxes as of May 31; this is 53% of the total real estate revenue budgeted for 2020.

06.20.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2020 (Action Item 3)** – 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 MAY 31, 2020, IN THE AMOUNT OF \$1,014,940.72.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

06.20.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted Youth Services’ Stay-at-Home DIY activity kits for kids and tweens were enjoyed by 257 customers in May; the wrap-up of our February-March exhibit, *When Home Won’t Let You Stay*, with artist James Bowey joining 28 community members on Zoom for a conversation about his body of work, the library exhibit and the importance of empathy; the library’s summer reading challenge promotion where staff connected with 1,987 students by visiting nearly 100 elementary and middle school Zoom classrooms; Inklings’ teen writers collaborated with Teen Services staff to create the premiere issue of Quaranzine!; curbside delivery began on May 21 with materials handling staff delivering holds to customer vehicles and processing returns and holds; dedicated library staff and gardening enthusiasts volunteered to plant a butterfly garden in front of the library funded by the Friends of the Library; sixteen little free libraries were stocked throughout the community with 250 books donated by the Friends of the Library; virtual reference handled 900 chats in May, an increase of 132% from this time last year; new Readers Advisory program *Favorite Things* debuted, providing an informal and conversational space for staff and customers to share what they’re watching, reading or listening to; a total of 35 readers attended four virtual book discussions, all titles were available on hoopla; virtual resource usage continues to increase with the biggest growth on the library’s YouTube channel due to additional content supporting virtual programming; Youth Outreach Emily Muszynski completed a dual-degree program, earning master’s degrees in Public History and Library Information Science; Library Delivery and Accessibility Supervisor Katie Myers completed the ADA Coordinator Training Certification Program (ACTCP).

06.20.09 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 4)** – Representatives from Williams Architects presented an update on the progress of the makerspace building project at 112 North Belmont Avenue, providing updated conceptual drawings of the space and the upcoming proposal requests for the remainder of the construction project.

- **AUTHORIZATION TO ACCEPT MAKERSPACE HVAC EQUIPMENT REPLACEMENT BID (Action Item 5)** – A public bid was held for roof and HVAC equipment replacement for the building at 112 North Belmont Avenue. No bids were received for the roof. Seven bids were received for the HVAC equipment replacement, and a public bid opening was held via Zoom on June 3. Staff is seeking authorization to move forward with the project by accepting the lowest qualified bid. That bid was submitted by Jensen’s Plumbing & Heating Inc., a known reputable company. It is recommended to engage in a contract with Jensen’s Plumbing & Heating, Inc., for the base bid amount of \$137,600 plus a 10% contingency.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE HVAC EQUIPMENT REPLACEMENT PROJECT TO JENSEN’S PLUMBING & HEATING INC. FOR AN AMOUNT NOT TO EXCEED \$151,360, WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **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 recommended board approval to reopen the library building to the public with limited hours and services when our region enters Phase 4 of the State of Illinois Restore Illinois plan, with a projected reopening date of June 26.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO REOPEN THE LIBRARY BUILDING TO THE PUBLIC WITH LIMITED HOURS AND SERVICES, AS THE STATE OF ILLINOIS OPENS IN PHASE 4 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.

- **TEMPORARY POLICY DUE TO COVID-19 (Action Item 7)** – The board discussed the recommended policy changes to follow safety guidelines by implementing temporary protocols as needed and in alignment with the Restore Illinois plan and the State of Illinois, and guidelines from the Centers for Disease Control and the World Health Organization through the end of Phase 4 of the Restore Illinois plan and the reopening of the library building to the public. The board will continue its review of the temporary policy changes at its next board meeting.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND ADOPTS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE MARCH 14, 2020 THROUGH OUR NEXT BOARD**

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

06.20.10 NEW BUSINESS

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 8)** – Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the nonresident card fee for the upcoming year.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$447 EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **2021 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 9)** – The board reviewed a schedule of proposed library holiday dates and closings for 2021.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2021 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **2021 BOARD MEETING SCHEDULE (Action Item 10)** – The board reviewed a schedule of proposed dates for the 2021 board and Committee of the Whole meetings.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2021 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS AS DISCUSSED.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

06.20.11 OTHER

- President Zyck discussed holding the next board meeting at the library while observing social distancing. He discussed canceling the Committee of the Whole meeting on July 6 and scheduling a special board meeting on July 13.
- Trustee Medal suggested future board meetings start at 7:00 p.m.
- The board congratulated Communication and Marketing Director Mary Hastings for her work on the State of Illinois Live and Learn grant. The library was awarded \$50,000 that will be put toward ADA/accessibility related components of the makerspace project.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT**. Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried and the meeting was adjourned at 8:32 p.m.

Carole Medal, Vice President/Secretary

Julie Doren, Recorder