

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, JULY 13, 2020.**

07.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Hendrickson Room of the Arlington Heights Memorial Library on Monday, July 13, 2020, at 7:03 p.m. by President Greg Zyck.

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

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Julie Doren, Business Office Assistant.

07.20.03 There was no **PUBLIC COMMENT**

Trustee Ruhl joined the meeting at 7:08 p.m.

07.20.04 **TEMPORARY POLICY DUE TO COVID-19 (Action Item 1)** – 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 the September 15, 2020 board meeting.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND ADOPTS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE MARCH 14, 2020 UNTIL THE SEPTEMBER 15, 2020 BOARD MEETING.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

07.20.05 **REVIEW OF 2021 BUDGET TARGETS (Item 2)** – Ms. Ekl reviewed proposed targets for 2021, which includes a salary range increase to accommodate the \$15 minimum wage requirement in 2025 and cost of living increases, and a projected reinsurance cost increase by the library's current property carrier.

07.20.06 **OTHER**

- The board discussed changing the start time for regularly scheduled board and Committee of the Whole meetings from 7:30 p.m. to 7:00 p.m.

07.20.07 Trustee Supplitt 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 Tangney seconded. All were in favor and the motion carried. The board went into closed session at 7:45 p.m.

The board returned to open session at 8:16 p.m.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:18 p.m.

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Carole Medal, Vice President/Secretary

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Julie Doren, Recorder