

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

07.20.01 A regular 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 Tuesday July 21, 2020, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Thanopoulos

Also present: 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; Martha Trotter, Sikich, LLP; Melissa Cayer, Resident; Lisa Slankard, Resident.

07.20.03 There was no **PUBLIC COMMENT**.

07.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends have reaffirmed their commitment to the makerspace. The August book sale is canceled due to COVID-19 safety concerns. A book sale was held in the underground parking garage on July 11 was well-received and raised \$1,451. The Friends are planning another book sale in the garage mid-August. They generously provided more books for the Little Free Libraries throughout the community.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – There was no report from the Foundation.

07.20.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 16, 2020 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

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

07.20.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2020 (Item 3)** – Ms. Ekl reported with 50% of the fiscal year lapsed, 45% of the annual operating budget and 7% of the annual capital project budget have been expensed and 52% of the annual tax revenue budget has been received. The library received grant funding in the amount of \$750 from District 214. The grant helps fund the library's Kids'

Worlds staff involvement with monthly workshops and presentations at the library, as well as storytimes at the Women’s & Children’s Center in Arlington Heights. The library received \$150 from Cook County for the library’s participation as a polling place.

- 07.20.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2020 (Action Item 4)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR JUNE 30, 2020, IN THE AMOUNT OF \$1,050,731.72.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Meda, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 07.20.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted magician and illusionist Jeanette Andrews, who joined the library as our third artist in residence and first to offer a slate of virtual experiences; for a second year, Youth Services staff assembled 1,300 craft kits to contribute to District 25’s weekly food distribution at Thomas Middle School; there were 32 ESL programs with 227 participants in the month of June, including the return of Ingles para Hispanohablantes (English for Spanish Speakers) that included a movie discussion for the first time; Illinois Phase 4 led to a quick turnaround from curbside services to an open building, with staff from all departments of the library collaborating to make it a success; curbside in June saw 6,255 cars come through to pick up holds, on the busiest day 543 cars stopped by in the six hours we were open, which averages to 91 cars per hour; in preparation for the library’s reopening, Acquisitions Assistant Barb Weber added over 2,150 magazine issues for our customers; by the end of June, staff had fulfilled over 11,000 holds and checked in almost 41,000 items; library delivery services resumed on June 16 with 31 contactless deliveries; senior customers with visual or cognitive impairments used the new Zoom call-out feature where staff can call the customer to join us; bookmobile service restarted in June and became a hold pick-up location in the community; book drops at Camelot and Frontier parks reopened; staff continued deliveries to the local Little Free Libraries; eighty-seven percent of the *Hot Picks* collection was checked out within the first week of reopening; Dann & Raymond’s Movie Club virtual-version continued with 120 people attending *Greatest Screen Villains*; the 2020 Summer Reading Challenge launched and is accessible online through *Beanstack*; the library was awarded the “Grow with Google” grant of \$2,000; virtual resource usage saw an increase in June; there was high-engagement with Facebook and email campaigns; Programs and Exhibits Specialist and librarian Megan Young was selected to serve on the *Illinois Library Association (ILA) Diversity Committee*; and Makerspace Branch Assistant Manager Chris Krueger attended a 3-day long *Manager Boot Camp*.

- 07.20.10 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 5)** – A representative from Williams Architects presented an update on the progress of the makerspace building project at 112 North Belmont Avenue, including progress on bidding and potential changes in the

sanitary sewer system to accommodate the kitchen grease trap. Staff and the architects are working with the Village of Arlington Heights towards a solution.

- **LIBRARY STAFFING AND CUSTOMER SERVICE CHANGES DUE TO COVID-19 (Item 6)** – Mr. Driskell provided an informational update regarding the reopening of the library building to the public on June 26, 2020 in addition to providing a tentative plan to modify staffing and services in the event that our region rolls back to Phase 3.

- **2021 BUDGET TARGETS (Action Item 7)** – The board discussed and adopted the 2021 Budget Targets, with the exception for budgeted personal services, with updated information to be provided as it becomes available.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2021 BUDGET TARGETS, WITH THE EXCEPTION FOR BUDGETED PERSONAL SERVICES, WITH UPDATED INFORMATION TO BE PROVIDED AS IT BECOMES AVAILABLE.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

07.20.11 NEW BUSINESS

- **REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 8)** – President Zyck invited Ms. Trotter to join the table. Ms. Trotter provided a review of the annual financial report. The opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board commented on the library's legal claim to personal property replacement tax revenue received by the Village of Arlington Heights.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2019.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **REVIEW OF 2019 BUDGET VERSUS ACTUAL (Item 9)** – Ms. Ekl presented a review of the final 2019 actual results noting significant variances from the 2019 budget.

07.20.12 OTHER

- Trustee Smart shared the Arlington Heights Park District's position to purchase the Grandt Shell Station property on Northwest Highway to be used as open space in the community.

- Mr. Driskell shared the 2020 One Book, One Village book title will be released to the public in August. There will be a virtual author event on November 12.

- Mr. Driskell shared recent issues with the library's air conditioner unit and consideration to replace components or the entire unit to make it through the season.
- Mr. Driskell shared he will be out of the office July 22-29.

07.20.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES AND 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 board went into closed session at 8:56 p.m.

The board returned to open session at 9:05 p.m.

Trustee Smart moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM AUGUST 6, 2018; AUGUST 20, 2018; SEPTEMBER 6, 2018; SEPTEMBER 24, 2018; OCTOBER 1, 2018; OCTOBER 16, 2018; NOVEMBER 8, 2018; NOVEMBER 9, 2018; DECEMBER 18, 2018; AND JANUARY 15, 2019.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 13, 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.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 21, 2020.** Trustee Smart 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 discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:08 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder