

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY,
AUGUST 18, 2020.**

08.20.01 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 August 18, 2020, at 7:00 p.m. by Vice President/Secretary Carole Medal.

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

Absent: Trustees Ruhl and Zyck

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Alisa Stanfield, Info Services Advisor; Tracy Recklaus, Adult Programs Specialist; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Lisa Bobis, Collection Services Manager; Marie Szymanek, Acquisitions Supervisor; Melissa Cayer, Resident.

08.20.03 **PUBLIC COMMENT** – Ms. Cayer inquired about a TIF in regard to the Village of Arlington Heights.

08.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends held a parking lot sale on August 15 with an estimated net profit of \$2,644. Timed entry went well with approximately 250 visitors. The Friends successfully used PayPal QR code for the first electronic payments. They thanked library staff for the many tasks they did to make the sale a success, including providing Plexiglas shields for check-in and cashiers. The Friends are planning parking lot sales on September 12 and October 3. The Friends approved the commitment of funds for *School Readiness Kits* and a *One Book, One Village* program in August.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation achieved Gold status level with GuideStar. They are working with staff to finalize an ITW Commercial Construction community partnership for major kitchen equipment. The Foundation board is preparing for their rescheduled Advisory Team event in September to be hosted outside with masks and socially distant protocols. The Foundation looks to host a potential new board member at their August 20 meeting.

08.20.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 21, 2020 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

08.20.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2020 (Item 2)** – Ms. Ekl reported 58% of the fiscal year has lapsed, 54% of the operating budget and 8% of the capital projects budget have been expensed, with a combined overall expense of 52%. The library received a \$2,000 grant for *Grow with Google*. The Foundation paid back the second of three loans to the library in the amount of \$3,333. The third and final payment for their loan is due to the library in August of 2021. The library received \$58,178 from the Village of Arlington Heights, the portion due to the library from the contributions ordinance. Ms. Ekl thanked the Friends of the Library for their continued support as they reimbursed the library for expenses totaling \$3,776.

08.20.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 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 JULY 31, 2020, IN THE AMOUNT OF \$1,431,515.32.**

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

08.20.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted online learning platform *BrainPop ELL*, purchased with funds through a grant to the ESL office; July had 829 chat transactions, a 99% increase over July 2019 with an overall year to date increase of 87%; almost 78% percent of *Hot Picks* collection were consistently checked out since the library’s reopening; the new reading program for adults called *Page Turners* has 251 adults registered; *2020 FanCon*’s three day virtual event had 681 people participate in virtual sessions and 1,099 *FanCon* craft kits were dispensed; Youth Services staff presented in-person, outdoor storytimes for the Arlington Heights Park District and Lake Terramere Homeowner Association; the library now has 31 hotspots in circulation; despite reduced hours, in-person technology appointments were up compared to July 2019; twenty-five members of the business community attended the inaugural program funded by the *Libraries Lead with Digital Skills Grant*; the Senior Center Reading Room opened on July 13 with the rearranging of furniture and collection to support social distancing; the bookmobile participated in Baird & Warner’s reverse Fourth of July parade; and virtual resource usage numbers have remained steady with an increase in Instagram views due to the artist-in-residence and YouTube views due to *FanCon 2020*.

08.20.09 **OLD BUSINESS**

- ADOPTION OF 2021 PERSONAL SERVICES BUDGET TARGET (Action Item 4) – The board discussed and adopted the 2021 Personnel Budget Target at 0% increase. The board was very careful to consider not only the library’s financial situation but the situation of community members.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2021 PERSONNEL BUDGET TARGET AT 0% INCREASE.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Thanopoulos. Nay: none. The motion carried.

08.20.10 NEW BUSINESS

- **RESOLUTION HONORING THE SERVICE OF MARIANTHI THANOPOULOS (Action Item 5)** – The board approved the resolution honoring the service of Trustee Marianthi Thanopoulos.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 20-01 HONORING THE SERVICE OF TRUSTEE MARIANTHI THANOPOULOS (Action Item 5).** Trustee Tangney seconded. All were in favor and the motion carried.

- **STAFF PRESENTATION ON HOW THE LIBRARY RESPONDED TO COVID-19 (Item 6)** – Ms. Distel shared a presentation on the staff response to the library closure due to COVID-19 and the innovative solutions that allowed the library to serve the community during all phases of the closure and reopening.

- **STAFF PRESENTATION ON 2020 ONE BOOK, ONE VILLAGE PROMOTIONAL PLAN AND RELATED PROGRAMMING (Item 7)** – Staff gave an update on the library's annual One Book, One Village community read and shared highlights of programs scheduled for the fall.

08.20.11 OTHER

- **2020 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE OCTOBER 20-22, 2020** - The Illinois Library Association Annual Conference will be virtual October 20-22.

08.20.12 Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (3) FOR THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The board went into closed session at 8:38 p.m.

The board returned to open session at 9:03 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF AUGUST 18, 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.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:04 p.m.

Carole Medal, Vice President/Secretary

Julie Doren, Recorder