

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, SEPTEMBER 15, 2020.**

09.20.01 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 September 15, 2020, at 7:00 p.m. by President Greg Zyck.

09.20.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Ruhl, Smart, Supplitt and Zyck. Trustee Tangney participated in the meeting via Zoom.

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Mary Jo Lepo, Senior and Accessible Services Manager; Katie Myers, Library Delivery and Accessibility Supervisor; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Marie Szymanek, Acquisitions Supervisor; Melissa Cayer, Resident.

09.20.03 **PUBLIC COMMENT** - President Zyck shared two public comments submitted via email. Ms. Kaden inquired about creating a pathway to sponsorship of library programs by individuals or businesses. Ms. Slankard inquired if the library would consider conducting board meetings online. Ms. Cayer inquired about a TIF in regard to the Village of Arlington Heights.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES MOVES INCLUSION AWARENESS MONTH PRESENTATION ITEM 9 TO JUST BEFORE THE EXECUTIVE DIRECTOR'S REPORT.** Trustee Supplitt seconded. All were in favor and the motion carried.

09.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends parking lot sale took place on September 12 with preliminary sales of \$2,000; the last parking lot sale of 2021 will feature children's books on October 3; the Friends are exploring ideas for small sales inside the library following COVID-19 protocols; and the Friends shop is averaging \$500 monthly.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation is preparing their 2021 budget; an email update has been sent to all current donors with pictures of the new exterior lighting at the makerspace; an appreciation event for the Founding Donor Circle contributors is planned for this autumn; a 2021 Appeal will be sent just after Thanksgiving; new Foundation Director

JoAnne Gunderson will attend the September 17 meeting; the Advisory Team outdoor event will take place on September 23 following social distancing and mask guidelines.

- 09.20.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 10, 2020 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.
- 09.20.06 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 18, 2020 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 09.20.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2020 (Item 3)** – Ms. Ekl reported the library received 3.4 million dollars in real estate taxes in August. To date, the library has received 91% of budgeted property tax revenue. In comparison, at the end of August of 2019, we had received 97% of our budgeted property tax revenue for the fiscal year 2019. For 2021, the second tax installment was extended to October 1 compared to August 1 in previous years. The library received donations totaling \$1,911 in August.
- 09.20.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 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 THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF AUGUST 31, 2020, IN THE AMOUNT OF \$1,007,478.71**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.
- 09.20.09 **NEW BUSINESS**
- **INCLUSION AWARENESS MONTH PRESENTATION (Item 9)** – Staff shared a presentation highlighting inclusion related programming and publicity planned for Inclusion Awareness Month in October.
- 09.20.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted a voter registration station was installed where customers may register to vote online or request a mail in ballot; the online learning platform *Udemy* added almost 1,900 new tutorials in French, German, Portuguese, Japanese and Spanish; the *COVID-19 Story Project* materials were translated into seven languages; two successful programs with a total of 55 people attending were made possible by the *Grow with Google* grant: *Get Your Business Online* and *Introduction to Google Analytics*; weekly *Storytime in the Park* were re-established at Pioneer and Frontier parks; the *14<sup>th</sup> Annual Teen Film Fest* went online with nine films and attended by eighty customers; the *Summer Reading Challenge 2020* program is completely online yet interactive and challenging; an educational YouTube video showcasing the library’s butterfly garden created by staff; *Yoga in the Park* the first

outdoor and socially-distanced program for adults; and completion of the executive director's master's degree in Library and Information Science from Dominican University in August.

#### 09.20.11 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 5)** – Andy Dogan from Williams Architects presented an update on the progress of the makerspace building project at 112 North Belmont Avenue, pursuing several cost reductions to the project that will bring the project on budget while maintaining the most important aspects of the project that the community desires. Once finalized, the project will go out to re-bid.

- **RESOLUTION DECLARING A TRUSTEE VACANCY (Action Item 6)** – As a result of the resignation of Trustee Thanopoulos, the board passed a resolution declaring a trustee vacancy with the intention of the board to let the public elect a library trustee to fill the vacancy at the election to be held April 6, 2021.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES PASSES RESOLUTION 20-02 DECLARING A TRUSTEE VACANCY.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **TEACHER INTERGOVERNMENTAL AGREEMENT (Action Item 7)** – The proposal was last brought to the Committee of the Whole meeting on September 8. The board reviewed and discussed entering into an intergovernmental agreement with School District 25 and School District 214.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO INTERGOVERNMENTAL AGREEMENTS WITH DISTRICT 25 AND DISTRICT 214 FOR THE PURPOSE OF PROVIDING LIBRARY CARDS TO EDUCATORS WHO WORK AT THE SCHOOLS THE LIBRARY SERVES.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **TEMPORARY POLICY DUE TO COVID-19 (Action Item 8)** – The policy addresses changes necessary to follow safety guidelines and implements temporary protocols to provide a safe environment for customers and staff during the COVID-19 pandemic. The policy was last brought to the Board of Library Trustees at the July 13 meeting for discussion and was approved through the September board meeting. The board reviewed and discussed extending the policy through the end of 2020.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND EXTENDS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE SEPTEMBER 15, 2020 THROUGH DECEMBER 31, 2020.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

09.20.12 **OTHER**

- Mr. Driskell recognized the support demonstrated by the Board of Library Trustees during difficult and demanding months in the time of COVID-19. The trustees' generosity to library staff and trust in the library's administration to make the necessary operational changes during this time was greatly appreciated.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:08 p.m.

---

Carole Medal, Vice President/Secretary

---

Janet Moravec, Recorder