

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 20, 2020.

- 10.20.01 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 October 20, 2020, at 7:00 p.m. by President Greg Zyck.
- 10.20.02 Upon **ROLL CALL**, the following answered Present: Trustee Medal, Supplitt, Tangney and Zyck.

Absent: Trustees Ruhl and Smart

Also present: Michael Driskell, Executive Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Lauree Harp, Arlington Heights Memorial Library Foundation; Natalie Clemens, Williams Architects; Jennifer Borrell, Resident; Melissa Cayer, Resident.

- 10.20.03 **PUBLIC COMMENT** – Ms. Cayer requested a hyperlink to supporting documentation for agenda items.

10.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends last parking lot sale of 2021 took place on October 3 with sales of just over \$1,500, bringing the total of the four parking lot sales to just over \$7,700; the Friends are exploring ideas for small holiday sales inside the library following COVID-19 protocols.

Trustee Ruhl joined the meeting at 7:06 p.m.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION UPDATE** – Ms. Harp, Chair of the Arlington Heights Memorial Library Foundation, provided an annual update of the progress of the Foundation.

- 10.20.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 8, 2020 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.20.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 15, 2020 (Action Item 2)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

- 10.20.07 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 21, 2020 (Action Item 3)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.20.08 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 5, 2020 (Action Item 4)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.20.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2020 (Item 5)** – Ms. Ekl reported the library received \$320,546 in real estate revenue in September. To date, the library has received 93% of budgeted property tax revenue. In comparison, at the end of September of 2019, the library had received 97% of the 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 annual Per Capita Grant was received in the amount of \$93,876. The library received \$50,000 from the State of Illinois from the Live and Learn grant. The Friends of the Library submitted a check to the library in the amount of \$21,785; Ms. Ekl thanked them for their continued support. With 75% of the fiscal year lapsed, 67% of the annual operating budget has been expensed, 13% of the capital projects budget, with a combined overall expense of 64%.
- 10.20.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2020 (Action Item 6)** – 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 SEPTEMBER 30, 2020, IN THE AMOUNT OF \$1,149,442.51.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Meda, Ruhl, Supplitt, Tangney and Zyck. Nay: none. The motion carried.
- 10.20.11 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the library’s volunteer groups Tween Advisory Group (TAG) and Teen Advisory Board (TAB) who teamed up to tie dye and decorate masks for teachers and staff in District 25 and District 214; Digital Services Librarian Bill Pardue and Kids’ World Librarian Christina Caputo collaborated to present *At-Home Learner Parents’ Night In* with 31 participants and 112 views of the rebroadcast on YouTube; 21 devices were collected through the small electronics drive for donation to Chicago Public Schools and others in need; 95 customers participated in the story walk *Duck on a Bike* outside the library’s future makerspace; 15 readers attended an in-person *One Book, One Village* book discussion in North School Park; Info Services staff prepared the library’s voter registration station, a special display with essential forms and informational handouts in addition to coordinating a pop-up voter registration drive with the League of Women Voters; six new home delivery customers and a new healthcare site customer were added and one new customer was enrolled in NLS Talking Book Service; 82 home deliveries provided 737 items to home and healthcare customers; the partner program with Jane Addams

Hull-House, RAILS and three other libraries broadcast programs simultaneously on Facebook Live in celebration of the passage of the 19th Amendment – *Women’s Right to Vote*; the library’s YouTube channel content was reorganized by topic and audience, plus promotional emails and social media posts, resulting in an increased media presence; Youth Services Manager Trixie Dantis contributed to *Outreach Services for Teens: A Starter Guide* published in September by ALA Editions; Deputy Director Shannon Distel presented with Billie Moffett from the Gail Borden Public Library and Ryann Uden from the Indian Trails Public Library at the September 25 Recharge Committee meeting on the subject of personality tests for staff development and the leadership development day Shannon organized for the management team in November, 2019.

10.20.12 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 7)** – Natalie Clemens from Williams Architects provided an update on the progress of the makerspace building project at 112 North Belmont Avenue. She presented revisions reflecting several cost reductions to the project that will bring the project on budget while maintaining the integrity of the original vision. Project documents are being finalized for the project to go out to re-bid; bid results will be brought back to the board for consideration.

- **INTERGOVERNMENTAL AGREEMENT BETWEEN THE LIBRARY AND THE VILLAGE OF ARLINGTON HEIGHTS (Action Item 8)** – The board reviewed and discussed an intergovernmental agreement between the library and the Village of Arlington Heights regarding past and future distribution of Personal Property Replacement Tax revenue collected by the Village and disbursed to the library and the providing of services by the Village to the library.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF ARLINGTON HEIGHTS REGARDING DISTRIBUTION OF PERSONAL PROPERTY REPLACEMENT TAX REVENUE BY THE VILLAGE TO THE LIBRARY AND THE PROVIDING OF SERVICES BY THE VILLAGE TO THE LIBRARY.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **ADOPTION OF 2020 TAX LEVY (Action Item 9)** – Staff presented a proposed tax levy for 2020 for adoption by the board. The 2020 tax levy would be a 0% increase over the extended 2019 levy.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2020 TAX LEVY IN THE AMOUNT OF \$14,535,565.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **ADOPTION OF 2021 BUDGET (Action Item 10)** – Staff presented a proposed budget for 2021 for adoption by the board.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2021 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

10.20.13 **OTHER**

- Trustee Supplitt recognized the month of October as Breast Cancer Awareness month.
- Mr. Driskell shared he will be out of the office on Friday, October 23.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:37 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder