

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

- 11.20.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:00 p.m. on Monday, November 2, 2020, in the Hendrickson Room of the Arlington Heights Memorial Library.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Shannon Meyer, Circulation Services Manager; Robert Turner, Computer Technician; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects

- 11.20.02 There was no **PUBLIC COMMENT**.

- 11.20.03 **MAKERSPACE PROJECT UPDATE (Item 1)** – Andy Dogan from Williams Architects presented an update on the progress of the makerspace building project at 112 North Belmont Avenue, including an updated budget reflecting revised project scope estimates. The project will go out to re-bid this week. Bids will be due on November 24 with results presented at the December 7 board meeting.

- 11.20.04 **REVISIONS TO POLICIES AFFECTED BY ELIMINATION OF OVERDUE FINE COLLECTION AND IMPLEMENTATION OF AUTO-RENEWAL (Item 2)** – The committee reviewed and discussed proposed revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use, Policy 5.003 Circulation and Policy 5.004 Fees and Charges that reflect new processes and procedures relating to the elimination of overdue fine collection.

- 11.20.05 **REVISIONS TO HUMAN RESOURCE POLICIES - VACATION, SICK LEAVE, HOLIDAY, AND EMPLOYMENT AND BENEFIT CATEGORIES (Item 3)** – The committee reviewed and discussed proposed revisions to human resource policies Vacation, Holiday, Sick Leave, and Employment and Benefit Categories to be consistent with current practice. Additional revisions were recommended to the Holiday policy which will be brought back to the committee at a future meeting.

- 11.20.06 **OTHER**

- The board will continue to meet in person following the CDC guidelines.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 7:31 p.m.

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Janet Moravec, Recorder