

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 17, 2020.

11.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, November 17, 2020, at 7:00 p.m. by President Greg Zyck. The meeting was held virtually and hosted on a live stream on the library's YouTube channel for public viewing, in response to the State of Illinois' Tier 3 COVID-19 resurgence mitigations.

11.20.02 Upon **ROLL CALL**, the following answered Present: Trustee Medal, Smart, Supplitt, Tangney and Zyck.

Absent: Trustee Ruhl

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; Julie Doren, Business Office Assistant

11.20.03 **PUBLIC COMMENT** – President Zyck shared public comments submitted via email regarding library services.

11.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends are waiting to schedule their 2021 book sale dates and approved funding for the 2021 Dann & Raymond Movie Club in the amount of \$6,300.

Trustee Ruhl joined the meeting at 7:14 p.m.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION UPDATE** – Mr. Driskell reported the Foundation is working on ordering kitchen equipment for the Belmont makerspace project. They have received a donation of kitchen equipment from the recently closed Arlington Cake Box Bakery and a private donation of wooden cabinetry.

11.20.05 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 20, 2020 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

11.20.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 2, 2020 (Action Item 2)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

11.20.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2020 (Item 3)** – Ms. Ekl reported the library received \$761,578 in real estate revenue in October. To date, the library has received 98% of budgeted property tax revenue. The Foundation reimbursed the library for new lights at the makerspace, totaling \$1,985; and the Friends of the Library submitted a check to the library in the amount of \$14,632; Ms. Ekl thanked them for their continued support. With 83% of the fiscal year lapsed, 73% of the annual operating budget has been expensed, 14% of the capital projects budget, with a combined overall expense of 70%.

11.20.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 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 OCTOBER 31, 2020, IN THE AMOUNT OF \$988,750.85.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

11.20.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted *Inclusion Awareness Month* with 1500 suncatcher kits distributed and launching closed captioning services for the October *Dann & Raymond* virtual program; the library partnered with the Hebrew Immigrant Aid Society’s (HIAS) Immigration and Citizenship organization to provide citizenship classes; the ESL/Literacy Office is relocating to the former Business Center; Kids’ World hosted the library’s annual *Halloween Fun* program with 160 attendees; in collaboration with the Arlington Heights Park District, the library installed two *StoryWalks* at Lake Arlington; the four-part series *Designing Our Attention* addressed the design of physical and digital spaces; the Arlington Heights Garden Club partnered with the library to present *Biomimicry: Looking to Nature to Solve Today’s Problems*; *One Book, One Village* programming featured *Catching Spies*, *Catching Lies*; *Joe Navarro on the Hidden Art of Deception*, *New Spy*, *Who This? Gadgets and Gizmos of Counterintelligence* and *Cold War Era Delights: Food Trends from 1945-1990*; Senior Center use is the highest since February; Executive Director Mike Driskell, Makerspace Branch Assistant Manager Chris Krueger and Digital Services Manager Jack Bower toured local industrial design company Optimal Design; Arlington Cake Box Bakery donated kitchen equipment for the makerspace; and Trustee Smart sourced a cabinetry donation for the makerspace. Trustee Smart and Director of Finance Donna Ekl presented *Developing Your Library’s Fiscal Plan* at ILA’s 2020 virtual conference; Youth Services staff presented *Book It! Collaborating With Schools to Provide Author Visits* and *How to Interact with Teens When You’re Not a Teen Librarian* at ILA’s 2020 virtual conference; Kids’ World librarian Christina Caputo taught an online course for ALA/ALSC on *Homeschoolers and the Public Library*, was a guest lecturer for Middle Tennessee State University graduate students and contributed to the recently published book, *Homeschooling and Libraries: New Solutions and Strategies*; Programs and Exhibits Specialist Megan Young attended day one of *DECODE 2020: Literacy*,

Liberation & Civic Life presented by the *Chicago Literacy Alliance* (CLA); Bilingual Advisor Catalina Shin and bookmobile staff attended the *Association of Bookmobile and Outreach Service* (ABOS) virtual conference; ESL Advisor Allie Gourley participated in three *Proliteracy* webinars; and sixteen staff participated in the three-week course, *Equity in Action: Fostering an Antiracist Library Culture*.

11.20.10 OLD BUSINESS

- COVID-19 RELATED SERVICE CHANGES (Action Item 5) – The board reviewed and discussed the library building closing to the public as a response to the State of Illinois’ move to Tier 3 mitigation plans, while continuing to provide many core services in accordance with CDC social distancing and PPE guidelines. Three potential scenarios were outlined and discussed to address non-exempt staff who may be unable to work their budgeted hours.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO CLOSE THE LIBRARY BUILDING TO THE PUBLIC, EFFECTIVE FRIDAY NOVEMBER 20 THROUGH DECEMBER 8.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT STAFF AND, AT MINIMUM, 2/3 PAY TO NON-EXEMPT STAFF FOR THEIR REGULARLY BUDGETED HOURS THROUGH DECEMBER 8, 2020.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- ADOPTION OF FINE-FREE SERVICE MODEL (Action Item 6) – The board reviewed and discussed the elimination of overdue fine collection effective January 1, 2021.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS A FINE-FREE SERVICE MODEL, ELIMINATING THE COLLECTION OF OVERDUE FINES EFFECTIVE JANUARY 1, 2021.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- ADOPTION OF POLICY REVISIONS AFFECTED BY ELIMINATION OF OVERDUE FINE COLLECTION AND IMPLEMENTATION OF AUTO-RENEWAL (Action Item 7) – The board reviewed and discussed the adoption of policy revisions affected by the elimination of overdue fine collection and implementation of auto-renewal.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE, EFFECTIVE JANUARY 1, 2021.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.003 CIRCULATION, EFFECTIVE JANUARY 1, 2021.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.004 FEES AND CHARGES, EFFECTIVE JANUARY 1, 2021.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

11.20.11 There was no **NEW BUSINESS** to be discussed.

11.20.12 **OTHER**

- **DISCUSSION ITEMS FOR ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS JOINT MEETING – SATURDAY, DECEMBER 5, 9 A.M.** - Mr. Driskell requested the board submit discussion items for the Arlington Heights Park District Board of Commissioners joint meeting scheduled for December 5.

- President Zyck shared a letter from former Trustee Marianthi Thanopoulos.

- President Zyck shared a certified letter sent from Prospect Heights Public Library District notifying the Arlington Heights Memorial Library of a referendum to annex properties without library coverage to be held on December 15. The board will draft a letter of support.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:22 p.m. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder