

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

12.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, December 15, 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.

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

Absent: None

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Lisa Haack, Human Resource Manager; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lauree Harp, Arlington Heights Memorial Library Foundation

12.20.03 There was no **PUBLIC COMMENT**.

12.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher, President of the Friends of the Arlington Heights Memorial Library, reported the Friends continue to look for ways to expand fundraising such as including online sales, and have enjoyed participating in the communities' Little Free Libraries. Mr. Repsher thanked the library for its continued support.

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

12.20.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 17, 2020 (Action Item 1)**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The minutes were approved as submitted.

12.20.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2020 (Item 2)** – Ms. Ekl reported the library has received 98% of budgeted property tax revenue. November donations totaled \$3,809. The library received grant funding from District 214 in the amount of \$750. With 92% of the fiscal year lapsed,

79% of the annual operating budget has been expensed, 16% of the capital projects budget, with a combined overall expense of 75%.

- 12.20.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 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 THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF NOVEMBER 30, 2020, IN THE AMOUNT OF \$1,039,535.89.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 12.20.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted a self-service station located in the north vestibule of the library providing copying, printing, faxing and scanning services with a Digital Services Advisor available to assist; Dr. Ibram X. Kendi and WBEZ’s Natalie Moore explored cause and effects of racism with 5,391 viewers attending virtually; *One Book, One Village 2020* (OBOV) offered a viewing and discussion of the film *Dr. Zhivago*, the library gave away 77 swag kits and a pierogi truck sold traditional Russian comfort food; *An Evening with Lara Prescott*, featuring the OBOV author, broke the attendance record with over 390 viewing the virtual event; eighty-eight customers joined historian Jim Gibbons to commemorate Vietnam War Veteran’s Day; the library website’s *Stay Informed* feature links to a text page with the latest changes to service and operations; *Constant Contact* has thirty thousand subscribers with a recent open rate of 50.8%; and effective January 1, 2021 Programs and Exhibits Manager Jennifer Czajka will become LACONI (*Library Administrators Conference of Northern Illinois*) President.

- 12.20.09 **OLD BUSINESS**

- ADOPTION OF POLICY REVISIONS TO HUMAN RESOURCE POLICIES – BEREAVEMENT, HOLIDAYS, PERSONAL LEAVE, SICK LEAVE, VACATION, AND EMPLOYMENT AND BENEFIT CATEGORIES (Action Item 4) – Last discussed at the December 7 special board meeting, the board reviewed proposed revisions to human resource policies to clarify accruals and align with current practice and terminology.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO EMPLOYMENT AND BENEFIT CATEGORIES, BEREAVEMENT, HOLIDAYS, PERSONAL LEAVE, SICK LEAVE AND VACATION POLICIES.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **REVISIONS TO 2021 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 5)**
– The board reviewed revisions to the 2021 Library Holiday Dates/Closings schedule, approved in June, to reflect revisions made to the human resources holiday policy.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REVISED 2021 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **EMPLOYEE ENGAGEMENT SURVEY (Item 6)** – Staff presented the results of the employee engagement survey, originally completed in February and presented to the board in May, with a focus on action planning.

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

12.20.11 **OTHER**

- Mr. Driskell will be out of the library on December 16, and additional days over the holidays.

12.20.12 Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO CONDUCT EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:03 p.m.

The board returned to open session at 9:15 p.m.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES MICHAEL DRISKELL, THE EXECUTIVE DIRECTOR, A .8% INCREASE IN SALARY ALONG WITH A REMUNERATION AND RECOGNITION OF COMPLETION OF HIS MLIS AS CONTINGENT AS PART OF HIS HIRING IN THE ROLE OF EXECUTIVE DIRECTOR IN THE AMOUNT OF \$5,000.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried and the meeting was adjourned at 9:19 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder