

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 19, 2021.

01.21.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, January 19, 2021, 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 2 COVID-19 mitigations.

01.21.02 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; Pam Schwarting, Info Services Supervisor; Cyndi Hamann, Collections Supervisor; William Tolan, Communications and Marketing Specialist; Tracy Recklaus, Adult Programs Specialist; Joan Lasky, Info Services Advisor; Alisa Stanfield, Info Services Advisor; 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

01.21.03 There was no **PUBLIC COMMENT**.

01.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher, President of the Friends of the Arlington Heights Memorial Library, reported the Friends will focus on membership drives and future book sales. Trustee Zyck thanked the Friends for its continued support and creative solutions in 2020.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, provided a report on the Foundation's annual appeal sent in December. The Foundation received monetary donations in 2020 totaling \$13,855. In-kind donations in 2020 was estimated at \$24,404. In January, Lew Neuman of Praxis Architecture generously donated office furniture and equipment to the library's makerspace, with an estimated value of \$73,583.

01.21.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF DECEMBER 5, 2020 (Action Item 1)**. Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The minutes were approved as submitted.

- 01.21.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF DECEMBER 7, 2020 (Action Item 2)**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The minutes were approved as submitted.
- 01.21.07 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 15, 2020 (Action Item 3)**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The minutes were approved as submitted.
- 01.21.08 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 11, 2021 (Action Item 4)**. 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.
- 01.21.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2020 (Item 5)** – Ms. Ekl reported the library has received personal property replacement taxes (PPRT) in the amount of \$334,521.28. This amount includes a balance of \$221,532 from the intergovernmental agreement plus \$112,989.28, which is 24% of the total PPRT the Village of Arlington Heights received from Cook County in 2020. December donations totaled \$3,422. With 100% of the fiscal year lapsed, 88% of the unaudited annual operating budget has been expensed, 27% of the capital projects budget, with a combined overall expense of 85%.
- 01.21.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 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 DECEMBER 31, 2020, IN THE AMOUNT OF \$1,434,195.19**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.
- 01.21.11 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 19, 2021 (Action Item 7)** – 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 JANUARY 19, 2021, IN THE AMOUNT OF \$243,906.93**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

01.21.12 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the December 2020 Director's Report.

01.21.13 **OLD BUSINESS**

- **COVID-19 RELATED SERVICE CHANGES (Action Item 8)** – Last discussed at the January 11 Committee of the Whole meeting, the board discussed reopening plans in response to the State of Illinois' COVID-19 resurgence mitigations and updated Region 10 data, while continuing to provide many core services in accordance with CDC social distancing and PPE guidelines. The library will continue to follow State of Illinois' recommended COVID-19 guidelines.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND THE CLOSURE OF THE LIBRARY BUILDING TO THE PUBLIC TO UP TO TEN CALENDAR DAYS AFTER THE STATE OF ILLINOIS MOVES REGION 10 TO TIER 2 MITIGATIONS OR FEBRUARY 17, 2021, WHICHEVER OCCURS FIRST.** Trustee Tangney 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 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND THE OPTION OF 2/3 PAY TO NON-EXEMPT STAFF FOR THEIR REGULARLY BUDGETED HOURS, IF WORK IS NOT AVAILABLE, THROUGH THE REOPENING OF THE LIBRARY BUILDING TO THE PUBLIC.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **APPROVAL OF PROPOSED AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICY (Action Item 9)** – The board reviewed a new proposed policy for the Americans with Disabilities Act to ensure compliance with the requirements of Title II of the Americans with Disabilities Act of 1990.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.0025 AMERICANS WITH DISABILITIES ACT COMPLIANCE.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

01.21.14 **NEW BUSINESS**

- **ONE BOOK, ONE VILLAGE WRAP-UP (Item 10)** – Staff presented statistics and highlights from the library's 2020 One Book, One Village program.

01.21.15 **OTHER**

-The Committee of the Whole meeting on February 1 will be held virtually.

01.21.16 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO REVIEW EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE GOALS.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried. The board went into closed session at 8:30 p.m.

The board returned to open session at 8:45 p.m.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney 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 8:46 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder