

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 16, 2021.

02.21.01 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 February 16, 2021, at 7:00 p.m. by President Greg Zyck.

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

Absent: None

Also present: Michael Driskell, Executive Director; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator; Jennifer Borrell, Resident; Sarah Galla, Resident; Amy Somary, Resident; and Amy Levine, Resident. Shannon Distel, Deputy Director; and Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

02.21.03 There was no **PUBLIC COMMENT**.

02.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends generously approved \$2,850 for annual interior landscaping maintenance. The Friends are looking into new ways to sell items by email or text.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation has a new tech assistant, Jessica Lynk, a community volunteer who will be posting twice monthly on Facebook and Instagram; researching possible grant matches for 2021 initiatives; and working with library staff on a donor recognition digital sign.

02.21.05 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES OF JANUARY 16, 2021 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

02.21.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 19, 2021 (Action Item 2)**. Trustee Smart seconded. Upon All were in favor and the minutes were approved as submitted.

02.21.07 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 1, 2021 (Action Item 3)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

02.21.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2021 (Item 4)** – Ms. Ekl reported the library received personal property replacement taxes (PPRT) in the amount of \$18,938.15. The Village of Arlington Heights distributed a payment in lieu of land in the amount of \$4,868.90. The Friends reimbursed the library for expenses totaling \$28,589.51 for interior landscaping maintenance, makerspace equipment, butterfly garden supplies and several Dann & Raymond’s Movie Club programs. With 8% of the fiscal year lapsed, 10% of the unaudited annual operating budget has been expensed.

02.21.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2021 (Action Item 5)** – 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 31, 2021, IN THE AMOUNT OF \$716,541.95.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

02.21.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the January 2021 Director’s Report.

02.21.11 **OLD BUSINESS**

- **APPROVAL OF THE 2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2020 (Action Item 6)** – The board reviewed and approved the 2021 Illinois Public Library Annual Report to be filed with the Secretary of State’s office.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **APPROVAL FY2021 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 7)** – The board reviewed and approved the Illinois State Library FY2021 Public Library Per Capita Grant application.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION.** Trustee Supplitt seconded. All were in favor and the motion carried.

- **ADOPTION OF 2021 BUDGET AMENDMENT (Action Item 8)** - The board reviewed and adopted the budget amendment for capital improvements for the Belmont makerspace buildout project.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE FEBRUARY 16, 2021 CAPITAL BUDGET AMENDMENT IN THE AMOUNT OF \$1,041,236.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 9)**
- The board considered extension of temporary changes to existing library and human resource policies to make accommodations for modifications in services related to COVID-19.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND EXTENDS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE FEBRUARY 17 THROUGH APRIL 17, 2021.** Trustee Supplitt seconded. All were in favor and the motion carried.

REOPENING SUMMARY (Item 10) - Staff provided an informational update on services being offered since reopening.

02.21.12 **OTHER**

- Mr. Driskell shared library resources and programs celebrating Black History Month that include a movie discussion of *The Long Shadow* featuring a Q&A with Director Frances Causey on February 24, curated lists that highlight Black voices in film, literature and music, and a Fireside Chat with Dr. Eve L. Ewing on March 1. All details can be found on the library's website.

02.21.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Smart 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 7:43 p.m.

The board returned to open session at 8:00 p.m.

Trustee Smart moved **TO RELEASE THE CLOSED SESSION MINUTES AND DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM FEBRUARY 4, 2019, MARCH 4, 2019, MAY 21, 2019, JUNE 3, 2019, JUNE 18, 2019 AND JULY 16, 2019.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 15, 2020, JANUARY 11, 2021, JANUARY 19, 2021 AND FEBRUARY 16, 2021.** Trustee Tangney seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT**. Trustee Smart seconded. All were in favor and the meeting was adjourned at 8:02 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder