

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

- 03.21.01 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 March 16, 2021, at 7:00 p.m. by President Greg Zyck.
- 03.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Smart, Supplitt, Tangney and Zyck. Trustee Ruhl participated in the meeting via Zoom.

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Jennifer Borrell, Resident; Sarah Galla, Resident; Amy Somary, Resident; and Melissa Cayer, Resident. Shannon Distel, Deputy Director, Julie Doren, Business Office Assistant and Lauree Harp, Chair of the Arlington Heights Memorial Library Foundation participated in the meeting via Zoom.

- 03.21.03 **PUBLIC COMMENT** – Melissa Cayer suggested purchases for the Library of Things collection: a pass to the Arlington Heights Park District’s Arlington Ridge Center (ARC) and a PBS Passport.

03.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends will have a children’s book sale on March 27 on the main level of the library.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, reported 2020 in-kind donations have been broken down into two categories: materials donated for use in the makerspace and operational/other donations. 2021 donations will be reported for the period December 2020 through November 2021. Product and service discounts will be included in 2021 reporting. The Foundation is working with library staff on a lifetime donations recognition display board. The Foundation is planning a virtual fundraiser for autumn 2021.

- 03.21.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 16, 2021 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

03.21.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2021 (Item 2)** – Donna Ekl reported the library received real estate taxes in the amount of \$1,569,213.56 in February. The Friends reimbursed the library for expenses totaling \$2,339.77 for a Dann & Raymond’s Movie Club program, button maker and embroidery software for the makerspace. With 17% of the fiscal year lapsed, 16% of the unaudited annual operating budget has been expensed.

03.21.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2021 (Action Item 3)** – Donna Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF FEBRUARY 28, 2021, IN THE AMOUNT OF \$933,170.11.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

03.21.08 **EXECUTIVE DIRECTOR’S REPORT** – Michael Driskell highlighted the February 2021 Director’s Report.

03.21.09 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 4)** – A representative from Williams Architects presented an update on the progress of the demolition work and furniture selection at the makerspace building project at 112 North Belmont Avenue.

03.21.10 **NEW BUSINESS**

- **REVISIONS TO HUMAN RESOURCES POLICY – REASONABLE ACCOMODATIONS (Action Item 5)** – The board considered adoption of proposed revisions to the human resources policy Reasonable Accommodations.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE PROPOSED CHANGES TO THE REASONABLE ACCOMMODATIONS POLICY.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **DATA AND STATISTICS REPORTING (Item 6)** – The board reviewed a new reporting format of statistics and performance indicators.

03.21.11 **OTHER**

- The board proposed honoring long-time volunteers and staff with a memorial and improving the outside of the library with a memory garden or book benches.

- A reminder to vote for the Illinois Library Association Executive Board candidates between April 1 and April 30.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Supplitt seconded. All were in favor and the meeting was adjourned at 8:16 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder