

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 20, 2021.

04.21.01 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 April 20, 2021, at 7:00 p.m. by President Greg Zyck.

04.21.02 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; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Sarah Galla, Resident; Amy Somary, Resident; and Melissa Cayer, Resident.

04.21.03 There was no **PUBLIC COMMENT**.

04.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends election is completed with no changes on the board. Dates for book sales to be held in the underground parking garage are May 15, June 12, July 10 and August 14. A children's book sale was held on March 27 on the first floor of the library and brought in \$495. Forty-four boxes of books were shipped to Better World Books. The Friends formed a new committee to manage fundraising outside of book sales, that will be membership focused and community based. The Friends approved just under \$2,000 for the purchase of a sewing table for the makerspace.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, reported the board approved \$6,750 for the makerspace's kitchen island extension, \$13,300 for kitchen furniture, \$3,900 for café tables and chairs outside of the kitchen. A special board meeting was held on April 1 that approved \$42,500 towards demolition and construction of the sewing room. The Foundation met with staff to discuss applying \$9,650 towards the purchase of commercial kitchen equipment. Board members organized a new partnership with BLICK Art Materials that resulted in a \$250 in-kind donation of art supplies with a 20% discount on future purchases. The Foundation is updating their social media presence and donor list on their website.

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

04.21.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 5, 2021 (Action Item 2)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

04.21.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2021 (Item 3)** – Donna Ekl reported the library received real estate taxes in the amount of \$4,891,332.59 in March. The Village of Arlington Heights distributed the library’s portion of personal property replacement taxes (PPRT) in the amount of \$6,842.30 in March. The Friends reimbursed the library for expenses totaling \$1,173.94 for interior landscaping maintenance and two Dann & Raymond’s Movie Club programs. With 25% of the fiscal year lapsed, 23% of the unaudited annual operating budget has been expensed.

04.21.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2021 (Action Item 4)** – 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 MARCH 31, 2021, IN THE AMOUNT OF \$1,388,972.38**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

04.21.09 **EXECUTIVE DIRECTOR’S REPORT** – Michael Driskell highlighted the March 2021 Director’s Report. The presentation included a COVID-19 impact report.

04.21.10 **OLD BUSINESS**

- **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 5)** – 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 Smart moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND EXTENDS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE THROUGH JULY 22, 2021**. Trustee Tangney seconded. All were in favor and the motion carried.

- **MAKERSPACE PROJECT UPDATE (Item 6)** – Michael Driskell presented an update on the progress of the makerspace building project at 112 North Belmont Avenue. Thank you to the Friends of the Library and Arlington Heights Memorial Library Foundation for their continued support for the makerspace fulfilling a wish list, including an 8x8 foot sewing table and donations exceeding \$75,000. General construction continues with all HVAC units on the roof, most of the major duct work has been installed,

roof replacement has been completed, tuck pointing has been completed and plumbing electric and HVAC are awaiting inspection approval.

04.21.11 **NEW BUSINESS**

- **RESOLUTION HONORING THE SERVICE OF CHRISTINE C. TANGNEY (Action Item 7)** – The board approved the resolution honoring the service of Trustee Christine C. Tangney.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 21-01 HONORING THE SERVICE OF CHRISTINE C. TANGNEY.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

04.21.12 **OTHER**

- President Zyck congratulated all staff receiving service awards including Mike Driskell for fifteen years of service to the Arlington Heights Memorial Library. President Zyck also congratulated Al Garcia for receiving the Ryan Popp Award of Excellence.
- President Zyck reported on the benefit of recent Illinois Library Association (ILA) Equity, Diversity and Inclusiveness training attended by several library trustees. The ILA Trustee Forum Workshop: Boot Camp for Trustees will be held on May 15.
- President Zyck thanked Village of Arlington Heights Trustees Rosenberg and Padovani for their years of service on the village board and to the community.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:24 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder