

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 18, 2021.

05.21.01 A regular meeting of the 2019-2021 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, May 18, 2021, at 7:00 p.m. by President Greg Zyck.

05.21.02 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; Jack Bower, Digital Services Manager; Patricia Dantis, Youth Services Manager; Shannon Meyer, Circulation Services Manager; Chris Kreuger, Makerspace Branch Assistant Manager; Brian Benson, Graphic Design Supervisor; Matt Williams, Materials Handling Supervisor; Janet Moravec, Business Office Administrator; Anthony Cervini, Sikich, LLP; Natalie Clemens, Williams Architects; Jeff Chamberlin, 20/10 Engineering Group; Sarah Galla, Resident; Tom Galla, Resident; Sydney Galla, Resident; Adelaide Galla, Resident; Eleanor Galla, Resident; Amy Somary, Resident; Geoffrey Somary, Resident; Melissa Cayer, Resident; and Patricia Stolarski, Attendee.

05.21.03 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 20, 2021 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

05.21.04 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 3, 2021 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

President Zyck thanked Trustee Tangney for her service as trustee on the Board of Library Trustees and wished her all the best.

05.21.05 **OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES** – President Zyck administered the oath of office to Carole Medal, Amy Somary and Sarah Galla.

05.21.06 Trustee Smart moved **ADJOURNMENT OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES**. Trustee Ruhl seconded. All were in favor and the 2019-2021 board was adjourned at 7:07 p.m.

The 2021-2023 Board of Library Trustees **CONVENED** at 7:08 p.m.

- 05.21.07 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Medal, Ruhl, Smart, Somary, Supplitt 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; Jack Bower, Digital Services Manager; Patricia Dantis, Youth Services Manager; Shannon Meyer, Circulation Services Manager; Chris Kreuger, Makerspace Branch Assistant Manager; Matt Williams, Materials Handling Supervisor; Janet Moravec, Business Office Administrator; Anthony Cervini, Sikich, LLP; Natalie Clemens, Williams Architects; Jeff Chamberlin, 20/10 Engineering Group; and Melissa Cayer, Resident.

- 05.21.08 There was no **PUBLIC COMMENT**.

- 05.21.09 **ELECTION OF OFFICERS** – Trustee Ruhl moved **TRUSTEE GREG ZYCK BE ELECTED AS PRESIDENT OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES**. Trustee Smart seconded. No other nominations were forthcoming. All were in favor of Greg Zyck being elected President of the 2021-2023 Board of Library Trustees and the motion carried.

Trustee Supplitt moved **TRUSTEE CAROLE MEDAL BE ELECTED AS VICE PRESIDENT/SECRETARY OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES**. Trustee Somary seconded. No other nominations were forthcoming. All were in favor of Carole Medal being elected Vice President/Secretary of the 2021-2023 Board of Library Trustees and the motion carried.

Trustee Smart moved **TRUSTEE JOHN SUPPLITT BE ELECTED AS TREASURER OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES**. Trustee Medal seconded. No other nominations were forthcoming. All were in favor of John Supplitt being elected Treasurer of the 2021-2023 Board of Library Trustees and the motion carried.

- 05.21.10 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends first parking lot sale of 2021 took place on May 15 with sales totaling \$3,301. Dates for book sales to be held in the underground parking garage are June 12, July 10 and August 14.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation is in the process of purchasing small appliances and kitchen utensils for the makerspace. Five mixers have been received.

- 05.21.11 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2021 (Item 3)** – Donna Ekl reported the library received real estate taxes in the amount of

\$609,919.50 for the month of April. The Village of Arlington Heights distributed the library's portion of personal property replacement taxes (PPRT) in the amount of \$31,971.10 in April. The Friends reimbursed the library for expenses totaling \$936 for interior landscaping maintenance and a Dann & Raymond's Movie Club program. With 33% of the fiscal year lapsed, 29% of the unaudited annual operating budget has been expensed.

- 05.21.12 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2021 (Action Item 4)** – Donna Ekl provided information in response to trustees' questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF APRIL 30, 2021, IN THE AMOUNT OF \$1,125,617.87.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 05.21.13 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the April 2021 Director's Report.

- 05.21.14 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 5)** – Natalie Clemens from Williams Architects provided an update on the progress of the makerspace project at 112 North Belmont Avenue.

- **ADOPTION OF MAKERSPACE AND KITCHEN POLICIES (Action Item 6)** – The board reviewed and adopted updated proposed policies 7.020 Makerspace and 7.021 Makerspace Kitchen with changes as discussed.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.020 MAKERSPACE POLICY WITH THE AFFORDED CHANGES AS DISCUSSED.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.021 MAKERSPACE KITCHEN POLICY WITH AFFORDED CHANGES AS DISCUSSED.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 05.21.15 **NEW BUSINESS**

REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 7) – Anthony Cervini, with Sikich, LLP, provided a review of the annual financial

report. The opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2020.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2020.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **REVIEW OF 2020 BUDGET VARIANCE REPORT (Item 8)** – Donna Ekl presented a review of the final 2020 actual results noting significant variances from the 2020 budget.

- **AWARDING OF THE HVAC REPLACEMENT PROJECT (Action Item 9)** – The HVAC replacement project went out to bid with responses received on May 10; the library received eight responses to the request for bid. The board reviewed and discussed the recommendation of staff and 20/10 Engineering to enter into a contract with the low bidder, F.E. Moran, as a result of bid price, confirmation of accurate submission, equipment specified and positive feedback from references.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES ENTERING INTO A CONTRACT FOR THE HVAC REPLACEMENT PROJECT, INCLUDING ALTERNATE 1, WITH F.E. MORAN FOR AN AMOUNT NOT TO EXCEED \$997,370, WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **MAKERSPACE BRANDING (Item 10)** – Mary Hastings presented the makerspace branding of the Arlington Heights Memorial Library Makerplace, including its logo, signage, webpage and advertising channels.

05.21.16 **OTHER**

- Trustee Smart commented that she and Michael Driskell will be presenting at the American Library Association Annual Conference & Exhibition for the United for Libraries division on June 25.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:52 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder