

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 15, 2021.

06.21.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Tuesday June 15, 2021, at 7:03 p.m. by President Greg Zyck.

06.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Medal, Smart, Somary, Supplitt 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; Brian Repsher, Friends of the Library President; Lisa Slankard, Resident and Melissa Cayer, Resident.

06.21.03 **PUBLIC COMMENT** – Melissa Cayer inquired why the Arlington Heights Memorial Library is not invited to the Village of Arlington Heights’s joint review board meetings, proposed consideration of using a software system to manage the library’s agendas and discrepancies in the content of an item on two different electronic platforms.

Trustee Smart moved **TO ADJUST THE AGENDA AND MOVE ‘OTHER’ TO THE FIRST ITEM ON THE AGENDA.** Trustee Somary seconded. All were in favor and the motion carried.

Trustee Medal arrived at 7:05 p.m.

06.21.04 **OTHER**

- President Zyck discussed the wearing of masks at board meetings in response to moving into Phase 5. Trustees were in consensus to no longer require wearing masks at board meetings. In the event there is a return to Phase 4 the issue will be revisited. President Zyck suggested returning board meetings to the Richard Frisbie Board Room. All trustees were in agreement.

06.21.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends book sale was held on June 12 in the underground parking garage and brought in \$4,579. Brian Repsher, President of the Friends of the Library, added summer book sale dates in the underground parking garage are scheduled for July 10 and August 14; the Friends are looking to schedule sales in the building beginning in November. Donation bins will be reopening soon.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, thanked Trustee Smart and the Arlington Heights Godey Questers for a donation of \$770 for exterior side entrance lighting at the Makerplace. The Foundation purchased small kitchen appliances in the amount of \$9,837, café tables and chairs for use outside of the kitchen space in the amount of \$3,136 and kitchen tables and chairs for the kitchen space in the amount of \$4,886, with an approximate savings of \$8,000. A local sculptor, who has taught at the Art Institute of Chicago, has expressed interest in volunteering at the Makerplace. At the request of a donor, the Foundation created a task force to explore the possibility of a student scholarship program.

06.21.06 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 18, 2021 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

06.21.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2021 (Item 2)** – Donna Ekl reported the library received real estate taxes in the amount of \$652,200.88 in May. The Village of Arlington Heights distributed the library’s portion of personal property replacement taxes (PPRT) in the amount of \$41,202.01 in May. The Friends reimbursed the library for expenses totaling \$4,932.12. With 42% of the fiscal year lapsed, 36% of the unaudited annual operating budget has been expensed. The favorable variance to date is \$855,255. Construction is underway at the Makerplace; the total expensed to date on the project in 2021 is \$621,060.

06.21.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 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 MAY 31, 2021, IN THE AMOUNT OF \$1,225,444.49**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

06.21.09 **EXECUTIVE DIRECTOR’S REPORT** – Michael Driskell highlighted the May 2021 Director’s Report. The report included a focus on library circulation services.

06.21.10 **OLD BUSINESS**

- **MAKERPLACE UPDATE (Item 4)** – Michael Driskell presented an update on the progress of the Makerplace at 112 North Belmont Avenue. He thanked the Friends of the Library and Arlington Heights Memorial Library Foundation for their continued support for the Makerplace. General construction continues with HVAC units installed on the roof, most of the major duct work completed, roof replacement and tuck pointing completed. Plumbing, electric and HVAC are awaiting inspection approval.

-ADOPTION OF POLICY 7.004 MEETING ROOMS - PUBLIC USE (Action Item 5) The board reviewed and approved adoption of proposed revisions to Policy 7.004 Meeting Rooms – Public Use to clarify specific use of the Hendrickson Meeting Room. The policy outlines availability and use, eligibility, limitations, general regulations, reservations, fees, occupancy limits, equipment and liability. The board discussed the signing of a waiver as part of the reservation process.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE PROPOSED REVISIONS TO POLICY 7.004 MEETING ROOM – PUBLIC USE.** Trustee Somary seconded. All were in favor and the motion carried.

- ADOPTION OF POLICY 7.005 CONFERENCE AND STUDIO ROOMS (Action Item 6) The board reviewed and approved adoption of new proposed Policy 7.005 Conference and Studio Rooms. The policy outlines use, general regulations, reservations, occupancy limits and liability of the conference and studio rooms.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.005 CONFERENCE AND STUDIO ROOMS.** Trustee Galla seconded. All were in favor and the motion carried.

06.21.11 NEW BUSINESS

- REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 7) – Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the nonresident card fee for the upcoming year.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$454 EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2022.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- ADOPTION OF 2022 BUDGET TARGETS (Action Item 8) – The board discussed and adopted the 2022 Budget Targets with updated information to be included as it becomes available.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2022 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:47 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder