

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

07.21.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Monday, July 12, 2021, at 7:00 p.m. by President Greg Zyck.

Upon **ROLL CALL**, the following answered Present: Trustees Galla, Smart, Somary, Supplitt and Zyck. Trustee Ruhl participated in the meeting via Zoom.

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Trixie Dantis, Youth Services Manager; Shannon Meyer, Circulation Services Manager; Janet Moravec, Business Office Administrator.

07.21.02 There was no **PUBLIC COMMENT**.

07.21.03 **INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES** (Item 1) - The committee discussed entering into intergovernmental agreements with St. Peter Lutheran School and Saint Viator High School to expand the educator card pilot for the purpose of providing library cards to educators who work at the schools.

07.21.04 **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19** (Item 2) - The committee considered an extension of temporary changes to existing library policies to make accommodations for modifications in services related to COVID-19.

07.21.05 **POLICY 7.016 ALCOHOL** (Item 3) - The committee reviewed and discussed new, proposed Policy 7.016 Alcohol for the distribution and consumption of alcohol during library programs, events, fundraisers or private events. The intention of the policy is to define rules and restrictions, liability, and compliance for staff, customers and renters of library spaces.

07.21.06 **HUMAN RESOURCE POLICY – REMOTE WORK** (Item 4) – The committee reviewed and discussed new, proposed human resource policy – Remote Work. The intention of the policy is to define eligibility, equipment and workspace, security, policies and liability for staff who work remotely.

07.21.07 **OTHER**

- President Zyck questioned trustees' availability if meetings were scheduled to begin earlier.
- President Zyck suggested trustees participate in a group service project at the Makerplace.

07.21.08 Trustee Supplitt moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO REVIEW EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE GOALS.** Trustee Smart seconded. All were in favor and the committee went into closed session at 7:45 p.m.

The committee returned to open session at 8:25 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 12, 2021.** Trustee Galla seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to be discussed, Trustee Somary moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 8:27 p.m.

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Janet Moravec, Recorder