

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON WEDNESDAY, JULY 21, 2021.**

07.21.01 A regular meeting 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 Wednesday, July 21, 2021, at 7:00 p.m. by President Greg Zyck.

07.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Smart, Somary, Supplitt and Zyck.

Absent: Trustees Medal and Ruhl

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director, Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Jennifer Czajka, Programs and Exhibits Manager; Megan Young, Programs and Exhibits Supervisor; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library President; Jenn Borrell, Resident; Lisa Slankard, Resident.

07.21.03 There was no **PUBLIC COMMENT**.

07.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher, President of the Friends of the Library reported the Friends book sale was held on July 10 in the underground parking garage and brought in \$4,600. The Friends added a summer book sale in the underground parking garage on August 14; the Friends are looking to schedule a return to a large book sale in the building in November. The Friends have a pending wish list item that their board is considering for Makerplace bike racks, a bicycle pump and repair station.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation board met on July 14 and approved the Art Room sink in the amount of \$3,000. The Scholarship Task Force will be starting in September with a family interested in assisting with a named scholarship in memory of their son. The Foundation is looking for a School District 214 member for their task force and a tour of the Makerplace has been set for early August.

07.21.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 15, 2021 (Action Item 1)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

07.21.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JULY 12, 2021 (Action Item 2)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

07.21.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2021 (Item 3)** – Donna Ekl reported the library was rewarded a receivable in the amount of \$110,773.98 for the 2021 Illinois Public Library Per Capita grant. The Friends reimbursed the library for expenses totaling \$4,932.12. With 50% of the fiscal year lapsed, 43% of the unaudited annual operating budget has been expensed. The favorable variance to date is \$1,124,151. Construction is underway at the Makerplace; the total expensed to date on the project in 2021 is \$683,024.

07.21.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 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 ACCEPTS THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF JUNE 30, 2021, IN THE AMOUNT OF \$1,124,795.74.**

Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

07.21.09 **EXECUTIVE DIRECTOR’S REPORT** – Michael Driskell highlighted the June 2021 Director’s Report. The report included a focus on the evaluation and evolution of programming presented by Program and Exhibits Manager Jennifer Czajka.

07.21.10 **OLD BUSINESS**

- **MAKERPLACE UPDATE (Item 5)** – Michael Driskell presented an update on the progress of the Makerplace at 112 North Belmont Avenue. Substantial progress has been made on the construction of the Makerplace including lighting, paint and flooring. Issues with sub-flooring have been corrected by leveling the floor and orientation of tiles have been changed to prevent premature cracking and misalignment of the tiles. A modified version of a drop ceiling was devised for the sewing room, breaking up the ceiling grid into sections, allowing substantial covering of the ceiling with acoustical tiles while working around immovable components. Lighting has been installed and painting is complete on the main floor. Flooring has been installed in the fabrication room, Flex Space 2 and the kitchen. The parking lot is finished and striped. Library facilities and IT staff have been working on the Makerplace, contributing to savings. Makerplace staffing is complete with the hiring of Makerspace Specialist Stacy Craft, Makerspace Advisors Kathie Kielminski, Lisa Hale and Lee Ann Davis. He thanked the Friends of the Library and Arlington Heights Memorial Library Foundation for their continued support for the Makerplace.

- **INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES (Action Item 6)** - The board approved 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.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO INTERGOVERNMENTAL AGREEMENTS WITH ST. PETER LUTHERAN SCHOOL AND SAINT VIATOR HIGH SCHOOL FOR THE PURPOSE OF PROVIDING LIBRARY CARDS TO EDUCATORS WHO WORK AT THE SCHOOLS.** Trustee Somary seconded. All were in favor and the motion carried.

**- EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 7) -** The board reviewed and recognized an extension of temporary changes to existing library 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 SEPTEMBER 21, 2021.** Trustee Galla seconded. All were in favor and the motion carried.

**- ADOPTION OF POLICY 7.016 ALCOHOL (Action Item 8) -** The board adopted a new proposed policy – Alcohol, for the distribution and consumption of alcohol during library programs, events, fundraisers or private events. The policy defines rules and restrictions, liability, and compliance for staff, customers and renters of library spaces. The policy has been reviewed by the library’s attorney.

As discussed at the Committee of the Whole meeting, Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.016 ALCOHOL.** Trustee Smart seconded. All were in favor and the motion carried.

**- ADOPTION OF HUMAN RESOURCE POLICY – REMOTE WORK (Action Item 9) -** The board adopted a new proposed human resource policy – Remote Work. The policy defines eligibility, equipment and workspace, security, policies and liability for staff who work remotely.

As discussed at the Committee of the Whole meeting, Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS HUMAN RESOURCE POLICY – REMOTE WORK.** Trustee Somary seconded. All were in favor and the motion carried.

07.21.11 There was no **NEW BUSINESS** to be discussed.

07.21.12 **OTHER**

- President Zyck discussed board trustees participating in a planting/gardening event at the Makerplace.
- President Zyck discussed waiting to decide on moving board meetings earlier until a decision was reached on library operating hours in September.

07.21.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Smart seconded. All were in favor and the motion carried. The board went into closed session at 8:37 p.m.

The board returned to open session at 8:45 p.m.

Trustee Smart moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM NOVEMBER 19, 2019; DECEMBER 17, 2019; JANUARY 6, 2020 AND JANUARY 21, 2020.** Trustee Supplitt seconded. All were in favor and the motion carried.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 21, 2020.** Trustee Somary 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 discuss, Trustee Somary moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 8:47 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder