

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

- 09.21.01 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, September 21, 2021, at 7:00 p.m. by President Greg Zyck.
- 09.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Medal, Somary and Zyck. Trustee Supplitt participated in the meeting via Zoom due to job related business.

Absent: Trustees Ruhl and Smart.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ALLOWS TRUSTEE SUPPLITT TO ATTEND THE BOARD MEETING.** Trustee Somary seconded. All were in favor and Trustee Supplitt joined the meeting via Zoom due to job related business.

Also present: Michael Driskell, Executive Director; Mary Hastings, Director of Communications and Marketing; Patricia Dantis, Youth Services Manager; Lisa Bobis, Collection Services Manager; Maria Papanastassiou, Youth Services Assistant Manager; Elizabeth Ludemann, Info Services Supervisor; Cyndi Hamann, Collection Supervisor in Selection; Janet Moravec, Business Office Administrator; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Brian Repsher, Friends of the Library President; Andy Dogan, Williams Architects; Melissa Cayer, Resident; Jennifer Borrell, Resident.

- 09.21.03 **PUBLIC COMMENT** – Melissa Cayer requested the library use the same agenda software system as the Village of Arlington Heights and Arlington Heights Park District.
- 09.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher expressed congratulations on the opening of the Makerplace. The Friends had a very successful membership drive. The Friends generously approved \$5,000 for One Book, One Village programming, A children’s book sale is scheduled on September 25. A regular book sale is scheduled in November and a December book sale will be held in the library’s lower lobby.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp reported the Foundation’s Friday night Makerplace event had 76 attendees. The Foundation’s original agreement with the library three years ago was to donate \$150,000 for the Makerplace’s commercial kitchen. Thanks to the generosity of donors, including cash donations of \$139,000 and over \$141,000 in discounts and in-kind donations for the commercial kitchen, art space and sewing space, a total of \$280,000 has been donated.

Developing annual appeal. Working on scholarship to fund High School District 214 students to explore local trades. Parents of a District 214 student are holding a fundraiser October 3 with all proceeds going to the Makerplace.

09.21.05 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 17, 2021 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

09.21.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2021 (Item 2)** – Michael Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$3,818.02. With 67% of the fiscal year lapsed, 58% of the unaudited annual operating budget has been expensed. 45% of the total annual capital budget has been expensed.

09.21.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2021 (Action Item 3)** – Michael Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF AUGUST 31, 2021, IN THE AMOUNT OF \$1,227,902.37.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

09.21.08 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the August 2021 Director's Report. The report included a focus on the Collection Services department and physical and electronic collections by Collection Services Manager Lisa Bobis and Collection Supervisor in Selection Cyndi Hamann.

09.21.09 **OLD BUSINESS**

**ADOPTION OF REVISIONS TO POLICY 5.001 HOURS OF SERVICE (Action Item 4)** – Policy 5.001 Hours of Service is currently part of the temporary policy due to COVID-19 that is set to expire September 21. Staff recommended a change to the library's closing hours Monday through Friday to 9:00 p.m. and shifting Sunday hours one hour later to noon-6:00 p.m. to provide services during hours that show the most usage.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.001 HOURS OF SERVICE, EFFECTIVE OCTOBER 18, 2021. THE LIBRARY'S HOURS OF SERVICE REMAIN AS CURRENTLY ADJUSTED UNTIL THAT DATE.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

**APPROVAL OF 2022 LIBRARY HOLIDAY DATES/CLOSINGS SCHEDULE**

**(Action Item 5)** – The board reviewed and approved a schedule of proposed library dates and closings for 2022. Juneteenth was added to the 2022 schedule and will be observed on Sunday, June 19 with the library remaining open and it being a paid holiday for staff.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2022 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Galla seconded. All were in favor and the motion carried.

**ADOPTION OF REVISIONS TO HUMAN RESOURCE POLICY - HOLIDAYS**

**(Action Item 6)** – The board reviewed and adopted the proposed revision to Human Resource Policy – Holidays to include Juneteenth as a recognized paid holiday.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO HUMAN RESOURCE POLICY – HOLIDAYS.** Trustee Somary seconded. All were in favor and the motion carried.

**APPROVAL OF 2022 BOARD MEETING SCHEDULE (Action Item 7)** – The board reviewed and approved a schedule of proposed dates for the 2022 board and Committee of the Whole meetings.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2022 BOARD OF LIBRARY TRUSTEES MEETING SCHEDULE.** Trustee Somary seconded. All were in favor and the motion carried.

**09.21.10 NEW BUSINESS**

**KIDS WORLD REFRESH (Item 8)** – Andy Dogan from Williams Architects provided an initial concept and drawings of a proposed 2022 update to Kids’ World, addressing needs in layout, additional spaces and interactive elements. Youth Services Manager Trixie Dantis provided potential changes to the collection to complement architectural improvements in the Kids’ World space.

**09.21.11 OTHER**

– The Makerplace Ribbon Tying event with Mayor Tom Hayes and the Arlington Heights Chamber of Commerce will take place on Wednesday, September 22.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Somary seconded. All were in favor and the meeting was adjourned at 8:59 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder