

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 19, 2021.

- 10.21.01 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, October 19, 2021, at 7:00 p.m. by President Greg Zyck.
- 10.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Medal, Smart, Somary, Supplitt and Zyck. Trustee Ruhl participated in the meeting via Zoom due to personal illness.

Absent: None.

Also present: Michael Driskell, Executive Director; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library President; Lisa Bender, Friends of the Library Board; Jennifer Borrell, Friends of the Library Board; Allison Anderson, Friends of the Library Board; Gwen Adams, Friends of the Library; Melissa Cayer, Resident; Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

Trustee Supplitt moved **TO ADJUST THE AGENDA AND MOVE FORWARD ADOPTION OF 2021 BUDGET AMENDMENT BEFORE ACTION ITEM 6 ADOPTION OF 2021 TAX LEVY**. Trustee Smart seconded. All were in favor and the motion carried.

Trustee Smart moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEM 9 RESOLUTION HONORING THE SERVICE OF THE FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BEFORE LIAISON REPORTS**. Trustee Galla seconded. All were in favor and the motion carried.

- 10.21.03 **PUBLIC COMMENT** – Melissa Cayer commented on the possible use of the Hub for senior citizens during the day before it is used by teens in the late afternoon and evening.

RESOLUTION HONORING THE SERVICE OF THE FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Action Item 9) – The board presented a resolution to honor the Friends of the Arlington Heights Memorial Library to support Friends of Libraries Week held October 17-23, 2021.

- 10.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher thanked the board for the honor and expressed appreciation to the board and staff for their support. Allison Anderson added the next big book sale will be indoors the first weekend in November with timed entry and mitigations in place.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation Open House at the Makerplace had 76 attendees stop in for tours and a silent auction. Several board members joined Pat and Nancy Moroney with about 150 friends and neighbors at “Jeff Fest” honoring their son Jeff who died accidentally while creating. The event raised \$12,000 and proceeds will be donated to the Makerplace. An annual appeal will be mailed to 120 potential donors and 140 current donors.

10.21.05 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 13, 2021 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

10.21.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 21, 2021 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

10.21.07 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 4, 2021 (Action Item 3)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

10.21.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2021 (Item 4)** – Michael Driskell reported the library received real estate taxes in the amount of \$2,725,651.58 in September. September donations totaled \$2,638.10. The Friends reimbursed the library for expenses totaling \$7,308.69. With 75% of the fiscal year lapsed, 65% of the unaudited annual operating budget has been expensed. 49% of the total annual capital budget has been expensed.

10.21.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2021 (Action Item 5)** – Michael Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF SEPTEMBER 30, 2021, IN THE AMOUNT OF \$1,086,670.34**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

10.21.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the September 2021 Director’s Report.

ADOPTION OF 2021 BUDGET AMENDMENT (Action Item 8) – The board considered adoption of a 2021 budget amendment to remove funds originally budgeted for a HVAC unit replacement project.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE OCTOBER 19, 2021 BUDGET AMENDMENT.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

10.21.11 OLD BUSINESS

ADOPTION OF 2021 TAX LEVY (Action Item 6) – The board considered adoption of a proposed 2021 tax levy reflecting a 0% increase over the extended 2020 levy in the amount of \$14,680,922.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2021 TAX LEVY IN THE AMOUNT OF \$14,680,922.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

ADOPTION OF 2022 BUDGET (Action Item 7) – The board reviewed the proposed budget for 2022 with a recently updated cost-of-living adjustment of 5.9%.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2022 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET AS SUBMITTED WITH A 5.9% COST-OF-LIVING ADJUSTMENT.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

10.21.12 NEW BUSINESS

10.21.13 There were no **OTHER** items to be discussed.

10.21.14 Trustee Somary moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Smart seconded. All were in favor and the board went into closed session at 8:05 p.m.

The board returned to open session at 9:02 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 19, 2021.** 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 Medal moved **ADJOURNMENT**. Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:03 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder