

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 16, 2021.

11.21.01 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, November 16, 2021, at 7:00 p.m. by President Greg Zyck.

11.21.02 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; Mary Jo Lepo, Senior and Accessible Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Trixie Dantis, Youth Services Manager; Katie Myers, Senior and Accessible Services Supervisor; Janet Moravec, Business Office Administrator; Jennifer Borrell, Friends of the Library Board; Melissa Cayer, Resident; Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

11.21.03 There was no **PUBLIC COMMENT**.

11.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Jennifer Borrell reported the November book sale made \$15,500. The Friends thanked library staff for assisting with the book sale, specifically Graphics, Facilities, Programs & Exhibits and Info Services. The Friends approved funding of \$16,900 for Youth Services outreach programs, \$10,000 for the Sense of Community grant and \$200 for bookmark giveaways. A holiday book sale will take place December 4-5 in the Cardinal Room.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the scholarship task force connected with the Harper College Foundation. An annual appeal went out last month with results coming in. The Foundation's Director of Marketing had her first story published in the online *Daily Herald*.

11.21.05 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 19, 2021 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

11.21.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF**

OCTOBER 23, 2021 (Action Item 2). Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

11.21.07 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 1, 2021 (Action Item 3).** Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

11.21.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2021 (Item 4)** – Michael Driskell reported the library received real estate taxes in the amount of \$3,723,031.77 in October. The library received personal property replacement taxes (PPRT) in the amount of \$50,023.14 in October. With 83% of the fiscal year lapsed, 71% of the unaudited annual operating budget has been expensed. 93% of the total annual capital budget has been expensed.

11.21.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2021 (Action Item 5)** – There were no questions from trustees regarding individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF OCTOBER 31, 2021, IN THE AMOUNT OF \$792,181.58.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

11.21.10 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the October 2021 Director's Report. The report included a focus on the Senior and Accessible Services department's development and delivery of programs and services for older adults presented by Senior and Accessible Services Manager Mary Jo Lepo and Senior and Accessible Services Supervisor Katie Myers.

11.21.11 **OLD BUSINESS**

INTERGOVERNMENTAL AGREEMENT WITH ILLINOIS LIBRARIES PRESENT (Action Item 6) – The board reviewed a proposed intergovernmental agreement with Illinois Libraries Present collaborative program pilot for the purpose of providing continued, high-quality virtual events to the Arlington Heights community.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH ILLINOIS LIBRARIES PRESENT TO PARTICIPATE IN THE 2022 PILOT PROJECT.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

ADOPTION OF REVISIONS TO POLICY 6.001 OUTREACH SERVICES (Action Item 7) – The board reviewed the proposed revisions to Policy 6.001 Outreach Services.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 6.001 OUTREACH SERVICES.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

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

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

11.21.14 Trustee Smart moved **THE BOARD ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Supplitt seconded. All were in favor and the board went into closed session at 7:48 p.m.

The board returned to open session at 9:44 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 16, 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.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A 6.8% SALARY INCREASE, INCLUSIVE OF THE 5.9% COLA, TO MIKE DRISKELL REFLECTING HIS EXCELLENT PERFORMANCE OVER THIS PAST FISCAL YEAR.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:46 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder