

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

- 12.21.01 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, December 21, 2021, at 7:00 p.m. by President Greg Zyck.
- 12.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Smart, Supplitt and Zyck. Trustee Somary participated in the meeting via Zoom due to employment purposes.

Absent: Trustees Medal and Ruhl

Also present: Michael Driskell, Executive Director; Traci Sara, Finance Manager; Trixie Dantis, Youth Services Manager; Maria Papanastassiou, Youth Services Assistant Manager; Elizabeth Ludemann, Info Services Supervisor; Megan Young, Programs and Exhibits Supervisor; Gosia Bylinska, Cataloging Supervisor; Cyndi Hamann, Collection Supervisor; William Tolan, Communications and Marketing Specialist; Alisa Stanfield, Info Services Advisor; Janet Moravec, Business Office Administrator; Jennifer Borrell, Friends of the Library Board; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Andy Dogan, Williams Architects

- 12.21.03 There was no **PUBLIC COMMENT**.

12.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Jennifer Borrell reported the early December book sale brought in \$6,848. The Friends expressed thanks to library staff who assisted with the sale. The Friends approved \$16,300 for the library's 2022 wish list. This includes maintenance of the butterfly garden, the Dann & Raymond's Movie Club programming and the Sunday Musicale series. Friends of the Library membership is nearing 500 once more, comparable to pre-COVID numbers. There are three large book sales planned for 2022.

Trustee Ruhl joined the meeting at 7:03 p.m.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp reported on the 2021 Arlington Heights Memorial Library Foundation Annual Report. The Foundation brought in \$123,491 that included donations, in-kind donations and product discounts that went mostly towards the makerspace. The Foundation has formed a task force to study the possibility of creating a scholarship program promoting Makerplace services and trade school opportunities for students in District 214 high schools. The annual online appeal went out in October to continuing donors and community members requesting support for the 2022 Kids' World update/renovation.

12.21.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 16, 2021 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

12.21.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2021 (Item 2)** – Michael Driskell reported the library received real estate revenue in the amount of \$8,055.61 in November. The library has received 97.5% of budgeted property tax revenue. With 92% of the fiscal year lapsed, 78% of the unaudited annual operating budget has been expensed. 97% of the total annual capital budget has been expensed.

12.21.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2021 (Action Item 3)** – 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 NOVEMBER 30, 2021, IN THE AMOUNT OF \$1,331,120.52**. Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

12.21.08 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the November 2021 Director's Report.

12.21.09 **OLD BUSINESS**

KID'S WORLD REFRESH UPDATE (Item 4) – Andy Dogan from Williams Architects provided an update on the Kids' World refresh.

APPROVAL OF FY2022 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION (Action Item 5) – The board reviewed and approved the Illinois State Library FY2022 Public Library Per Capita and Equalization Aid Grant application

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FY2022 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

12.21.10 **NEW BUSINESS**

ONE BOOK, ONE VILLAGE WRAP-UP (Item 6) – Staff from the One Book, One Village Committee presented statistics and highlights from the library’s 2021 One Book, One Village program, *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants*, by Robin Wall Kimmerer.

INTERGOVERNMENTAL AGREEMENT FOR SNOW REMOVAL (Action Item 7) – The board approved entering into an intergovernmental agreement with the Village of Arlington Heights for snow removal at the library’s Makerplace.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF ARLINGTON HEIGHTS FOR SNOW REMOVAL AT THE LIBRARY’S MAKERPLACE PROPERTY.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

12.21.11 **OTHER**

- **ARLINGTON HEIGHTS VILLAGE BOARD JOINT MEETING – SATURDAY, JANUARY 15, 8:30 A.M.** - The board discussed the upcoming annual joint meeting with the Arlington Heights Village Board to be held at the Makerplace on Saturday, January 15.
- President Zyck canceled the January 4 Committee of the Whole meeting.
- Michael Driskell reported he will be out of the office next week.
- The board thanked staff for a great year celebrating all the staff and leadership have done in 2021.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:02 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder