

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 18, 2022.

01.22.01 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, January 18, 2022, at 7:00 p.m. by President Greg Zyck.

01.22.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Ruhl, Smart, Somary, Supplitt and Zyck.

Absent: Trustee Galla

Also present: Michael Driskell, Executive Director; Traci Sara, Finance Manager; Janet Moravec, Business Office Administrator; Jennifer Borrell, Friends of the Library Board; Andy Dogan, Williams Architects; Art Ellingsen, Resident; Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

01.22.03 **PUBLIC COMMENT** – Mr. Ellingsen commented on the library’s mask mandate.

01.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Jennifer Borrell reported the Friends approved funding for the library’s interior landscaping in 2022. There will be four book sales in 2022: a children’s book sale February 11-13, and three large sales April 22-24, August 5-7 and November 4-6.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation continues research and development of the future scholarship task force. They continue to reach out to donors in support of the Kids’ World refresh in autumn 2022.

01.22.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 21, 2021 (Action Item 1)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

01.22.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2021 (Item 2)** – Michael Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$119,375.88 in December. With 100% of the fiscal year lapsed, 87% of the unaudited annual operating budget has been expensed. 97% of the total annual capital budget has been expensed. Makerspace construction is complete. The total expensed for the project to date in 2021 is \$1,021,468 which is under budget by \$16,226.

- 01.22.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2021 (Action Item 3)** – Michael Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF DECEMBER 31, 2021, IN THE AMOUNT OF \$1,302,648.11.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 01.22.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 18, 2022 (Action Item 4)** - Michael Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF JANUARY 18, 2022, IN THE AMOUNT OF \$253,633.65.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 01.22.09 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the December 2021 Director’s Report.

- 01.22.10 There was no **OLD BUSINESS** to be discussed.

- 01.22.11 **NEW BUSINESS**

AGREEMENT WITH WILLIAMS ARCHITECTS FOR KIDS’ WORLD REFRESH (Action Item 5) – The board reviewed a proposed agreement with Williams Architects for architectural services for the Kids’ World refresh.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH WILLIAMS ARCHITECTS FOR THE KIDS’ WORLD REFRESH PROJECT, IN AN AMOUNT NOT TO EXCEED \$29,850.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 01.22.12 **OTHER**

- **PROGRAMMING CHANGES DUE TO COVID-19** – Michael Driskell reported the library continues to offer a variety of in-person and virtual programs. Adjustments have been made for some in-person programs to move to larger spaces to allow for greater social distancing. A number of in-person programs have also moved to virtual while still others have been postponed or canceled through mid-February at which time offerings will be reassessed.

01.22.13 Trustee Supplitt moved **THE BOARD ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (21) REVIEWING CLOSED SESSION MINUTES.** Trustee Smart seconded. All were in favor and the board went into closed session at 7:36 p.m.

The board returned to open session at 8:04 p.m.

Trustee Smart moved **TO RELEASE THE CLOSED SESSION MINUTES AND DESTROY THE CLOSED SESSION AUDIO RECORDING FROM FEBRUARY 18, 2020,** Trustee Supplitt seconded. All were in favor and the motion carried.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 18, 2022.** Trustee Supplitt 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 Medal seconded. All were in favor and the meeting was adjourned at 8:06 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder