

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 15, 2022.**

02.22.01 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, February 15, 2022, at 7:00 p.m. by President Greg Zyck.

02.22.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck.

Absent: None

Also present: Michael Driskell, Executive Director; Traci Sara, Finance Manager; Jack Bower, Digital Services Manager; Chris Krueger, Makerspace Branch Assistant Manager; Janet Moravec, Business Office Administrator; and Jennifer Borrell, Friends of the Library Board. John Shales, Shales McNutt Construction; and Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

02.22.03 There was no **PUBLIC COMMENT**.

02.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Jennifer Borrell reported the Friends February weekend sale brought in \$3,800. They sold 7,500 books and 20 chairs. There will be a non-book fundraising event in summer. The next book sale will be in April.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation Board approved the purchase of two worktables, wheeled storage carts and additional flooring for the Makerplace. The Scholarship Tack Force continues to make progress establishing partnerships. An audit committee has been appointed to review the Foundation’s 2021 financials.

02.22.05 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 18, 2022 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

02.22.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING, FEBRUARY 7, 2022 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

02.22.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2022 (Item 3)** – Michael Driskell reported the library’s real estate tax revenue totaled \$10,129.95 for the month of January. The library received personal property replacement taxes (PPRT) in the amount of \$38,092.26. The library also received a \$20,735 public

assistance grant from the Federal Emergency Management Agency (FEMA) as reimbursement for certain personal protective equipment (PPE) costs during the pandemic. Total revenue collected in January was \$74,782.44. With 8% of the fiscal year lapsed, 11% of the unaudited annual operating budget has been expensed.

- 02.22.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 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 31, 2022, IN THE AMOUNT OF \$789,278.27.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 02.22.09 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the February 2022 Director’s Report.

**-MAKERPLACE INTIAL USAGE REPORT** – Makerplace staff provided an initial usage report of the library’s makerspace branch that opened in September 2021.

- 02.22.10 **OLD BUSINESS**

**-APPROVAL OF 2022 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2021 (Action Item 5)** – The board approved the 2022 Illinois Public Library Annual Report of 2021 to be filed with the Secretary of State’s office.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2022 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2021.** Trustee Ruhl seconded. All were in favor and the motion carried.

**-APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES (Action Item 6)** - The board approved expanding educator library card services by entering into intergovernmental agreements with K-12 schools within the Village of Arlington Heights for the purpose of equitably offering library cards to educators who support students at Arlington Heights schools.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO INTERGOVERNMENTAL AGREEMENTS WITH K-12 SCHOOLS WITHIN THE INCORPORATED BOUNDARIES OF THE VILLAGE OF ARLINGTON HEIGHTS AT THE DISCRETION OF THE EXECUTIVE DIRECTOR.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

**-APPROVAL OF CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR KIDS' WORLD REFRESH (Action Item 7)** - The board approved entering into a contract with Shales McNutt Construction for the Kids' World refresh project.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH SHALES MCNUTT CONSTRUCTION FOR CONSTRUCTION MANAGEMENT SERVICES, UPON REVIEW BY THE LIBRARY ATTORNEY, WITH A TOTAL AMOUNT OF SERVICES NOT TO EXCEED \$40,950.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

**-ACCEPTANCE FOR EXECUTIVE SEARCH SERVICES FOR DEPUTY DIRECTOR POSITION (Action Item 8)** – The board accepted John Keister and Associates as the executive search provider for the deputy director search.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS JOHN KEISTER ASSOCIATES AS THE EXECUTIVE SEARCH PROVIDER FOR THE DEPUTY DIRECTOR POSITION, FOR A SUM NOT TO EXCEED \$16,000.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Somary, Supplitt and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

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

02.22.12 **OTHER**

**UPDATE ON ILLINOIS' INDOOR MASK MANDATE** – Michael Driskell reported the library may be adjusting mask guidelines to remain aligned with any changes to the State of Illinois' mask mandate on February 28.

02.22.13 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.** Trustee Somary seconded. All were in favor and the board went into closed session at 7:59 p.m.

The board returned to open session at 9:43 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF FEBRUARY 15, 2022.** Trustee Ruhl 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 Supplitt moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 9:44 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder