

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

- 03.22.01 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, March 15, 2022, at 7:00 p.m. by Treasurer John Supplitt.
- 03.22.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Smart, Somary and Supplitt. President Zyck participated in the meeting via Zoom.

Absent: Trustees Medal and Ruhl

Also present: Michael Driskell, Executive Director; Traci Sara, Finance Manager; Lisa Haack, Human Resources Manager; Maria Papanastassiou, Youth Services Assistant Manager; Jennifer Begich, Volunteer Coordinator; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

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

03.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends Book Sale Committee reported total sales for the month of \$744 including the Friends book shop and thirty donated chairs from the library. The Friends will soon start to accept donations on a limited schedule. They received an estate donation of twenty-six boxes of books and nine bookshelves. Michael Driskell thanked President Zyck for organizing the donation. The Fundraising Committee is planning a family fundraising event for June. The Friends next big book sale will be held at the end of April.

Trustee Ruhl joined the meeting at 7:02 p.m.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported there was no report from the Foundation.

- 03.22.05 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 15, 2022 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.
- 03.22.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2022 (Item 2)** – Michael Driskell reported the library's real estate tax revenue totaled \$2,231,190.89 for the month of February. With 17% of the fiscal year

lapsed, 17% of the unaudited annual operating budget has been expensed and 3% of the total annual capital budget has been expensed.

- 03.22.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2022 (Action Item 3)** – Michael Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF FEBRUARY 28, 2022, IN THE AMOUNT OF \$1,040,941.35.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

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

Trustee Medal joined the meeting at 7:13 p.m. Vice President/Secretary Medal took over leading the meeting from Treasurer Supplitt.

- **VOLUNTEER SERVICES** – Volunteer Coordinator Jennifer Begich provided a 2021 year in review of the library’s volunteer program.

- 03.22.09 **OLD BUSINESS**

- **KIDS’ WORLD REFRESH PROJECT UPDATE (Item 4)** – Andy Dogan from Williams Architects provided an update on the Kids’ World refresh project, including/highlighting unique developmental areas/zones for different age groups.

- 03.22.10 **NEW BUSINESS**

- **2021 YEAR IN REVIEW (Item 5)** – Staff gave a preview of the library’s 2021 Year in Review on the digital publishing platform Issuu.

- **EMPLOYEE ENGAGEMENT SURVEY RESULTS (Item 6)** – Human Resources Manager Lisa Haack presented an overview of the employee engagement survey process and the findings provided to the library by the survey administrator.

- 03.22.11 **OTHER**

- Arlington Heights Memorial Library’s Makerplace was featured in the March 2022 edition of the ILA (Illinois Library Association) Reporter magazine.

- Michael Driskell reported he will be out of the office March 21-29.

- Trustee Smart shared the Gerber/Hart Library and Archives, founded in 1981 with a collection focused on the culture and history of the LGBTQ community in Chicago and the Midwest, will be celebrating their 40th anniversary.

- Vice President/Secretary Medal, who serves on the RAILS (Reaching Across Illinois Library System) Universal Service Committee, shared the committee is working on having libraries included on MLS (Multiple Listing Service) real estate listings. In addition, there is a Senate bill to extend the Cards for Kids Act that would allow a public library board to choose to waive the nonresident fee for all persons under the age of 18.

- President Zyck encouraged trustees to consider increased participation in organizations such as RAILS, ILA and ALA (American Library Association).

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT**. Trustee Smart seconded. All were in favor and the meeting was adjourned at 8:40 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder