

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 19, 2022.**

04.22.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, April 19, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: None

Also present: Michael Driskell, Executive Director; Gary Leclair, Facilities Manager; Traci Sara, Finance Manager; Lisa Haack, Human Resources Manager; Jennifer Begich, Volunteer Coordinator; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing and Jennifer Borrell, Friends of the Library Board participated in the meeting via Zoom.

04.22.03 **PUBLIC COMMENT** – Melissa Cayer commented on the drawbacks of Tax Increment Financing (TIF).

04.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Jennifer Borrell reported the Friends Big Spring Sale will take place this weekend, April 22-24; are accepting donations on Mondays, Wednesdays and Friday; are hosting a fund raiser, Passport to Fun, on June 18; welcomed new board members Will Marszalek as treasurer and Mike Braun as director; and approved two wish list items, an interactive floor projection system and family workstation, as part of the upcoming Kids' World Refresh project.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp reported the Foundation provided wildflower seed packets to staff and volunteers for National Volunteer Week; continues fund raising for the Kids' World Everbright wall; purchased two maker tables, one for K-5 and one for tweens (also allocating \$1,000 for supplies for tweens); continues its work on creating a Scholarship Task Force; is creating fund raiser opportunities in the Makerplace; and received an in-kind donation from the Krock family.

04.22.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 15, 2022 (Action Item 1)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

04.22.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 4, 2022 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

04.22.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2022 (Item 3)** – Michael Driskell reported the library’s real estate tax revenue totaled \$5,472,143.21 for the month of March. Mr. Driskell commented the second installment property tax bills for Cook County are expected to be delayed and could mean second half property taxes will not be received until the beginning of 2023. The library currently has cash reserves and is in a good position to operate as usual if this happens. Staff will continue to monitor the situation. The library received personal property replacement taxes (PPRT) in the amount of \$49,886.95 in March. The Friends reimbursed the library for expenses totaling \$1,586.97. With 25% of the fiscal year lapsed, 24% of the unaudited annual operating budget has been expensed and 53% of the total annual capital budget has been expensed due to the replacement of the HVAC system.

04.22.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 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 MARCH 31, 2022, IN THE AMOUNT OF \$1,873,523.28**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

04.22.09 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the April 2022 Director’s Report.

04.22.10 **OLD BUSINESS**

- **HVAC REPLACEMENT PROJECT (Item 5)** – Facilities Manager Gary Leclair provided a summary and wrap up of the recent HVAC system replacement.

- **APPROVAL OF PROPOSED REVISIONS TO POLICY 7.003 SOLICITING OR DISTRIBUTING MATERIALS ON LIBRARY PROPERTY (Action Item 6)** – The board discussed and reviewed proposed revisions to Policy 7.003 Soliciting or Distributing Materials on Library Property. After discussion, the board requested the policy be brought back to the library attorney for clarification and the policy be brought back to the Committee of the Whole meeting for further review.

04.22.11 **NEW BUSINESS**

- **RESOLUTION HONORING THE SERVICE OF LIBRARY VOLUNTEERS (Action Item 7)** – The board recognized and honored the service of library volunteers during National Volunteer Week

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 22-01 HONORING THE SERVICE OF LIBRARY VOLUNTEERS.**

Trustee Supplitt seconded. All were in favor and the motion carried.

04.22.12 **OTHER**

- **HONORING THE LIFE AND SERVICE OF DAVID F. UNUMB** – The board discussed possible options for honoring former trustee David F. Unumb.

- Trustee Somary updated the board on her inquiry for involvement in Reaching Across Illinois Library System (RAILS).

- Trustee Smart, Michael Driskell and Jennifer Borrell will be giving a presentation at the American Library Association (ALA) Annual Conference in Washington DC in June.

There being no further business to discuss, Trustee Somary moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 8:05 p.m.

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Carole Medal, Vice President/Secretary

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Julie Doren, Recorder