

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 17, 2022.**

05.22.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Hendrickson Room of the Arlington Heights Memorial Library on Tuesday, May 17, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Mary Hastings, Director of Communications; Traci Sara, Finance Manager; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Russell Bartlett, Resident; Joan Brody, Resident; Melissa Cayer, Resident; Sheila Cruz, Resident; Linda Forey, Resident; Thomas Frerk, Resident; Josie Garkisch, Resident; Nathan O'Day, Resident; Linda Riddle, Resident; Tom Schwingbeck, Resident; Doug Weber, Resident; Betsy Wilson, Resident; Meghan K. Yarbrough, Resident; Amy Philpott, Arlington Heights Business Owner; Kevin Morrison, Attendee; Julia Pandleon, Attendee; and Maria Papanastassiou, Attendee.

05.22.03 **PUBLIC COMMENT** – Sheila Cruz, Joan Brody, Kevin Morrison, Linda Riddle, Josie Garkisch, Maria Papanastassiou, Doug Weber, Amy Philpott, Thomas Frerk, Russell Bartlett and Julia Pandleon commented on flag use on library property. Nathan O'Day commented on a book selection in the children's collection.

President Zyck read public comments submitted via email from Jennifer Borrell, Resident; Jennifer Sweis, Resident; Leah White, Resident; and Stefan Moorehead, Resident regarding flag use on library property.

Trustee Smart moved **TO ADJUST THE AGENDA AND MOVE ACTION ITEM 8 TO THE FIRST ITEM ON THE AGENDA**. Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Smart, Somary and Zyck. Nay: Trustees Medal and Supplitt. The motion carried.

05.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends spring book sale took place April 22-24 and brought in about \$26,000. The Friends first used a credit card reader with purchases totaling \$7,248. The Friends approved funding for Board Director Jennifer Borrell's travel costs to attend the American Library Association conference in June. They also approved funding for snacks for the library's Staff Day. The Friends are accepting donations on Mondays, Wednesdays

and Friday. Future events include the fund raiser Passport to Fun on June 18, a Children's Market Sale on June 18 and the Summer Used Book Sale August 5-7.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation continues its work on creating a Scholarship Task Force and Foundation Founder and Chair Lauree Harp and Friends of the Library President Brian Repsher presented informational sessions at the library's Staff Training Day.

- 05.22.05 **USE OF FLAGS ON LIBRARY PROPERTY (Action Item 8)** – Staff presented two draft flag policies, developed by the library's attorney, regarding options for the display of flags other than the United States and the State of Illinois flags on library property, as well as a resolution to recognize LGBT Pride Month for board consideration.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS 7.007 FLAG POLICY.**

**THE BOARD OF LIBRARY TRUSTEES (THE BOARD) ADOPTS THE FLAG POLICY AS THE FLAG POLICY OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (THE LIBRARY).**

**THE FOLLOWING FLAGS MAY BE FLOWN USING THE LIBRARY FLAGPOLE:**

1. **THE UNITED STATES FLAG;**
2. **THE STATE OF ILLINOIS FLAG;**
3. **THE VILLAGE OF ARLINGTON HEIGHTS FLAG.**

**WITH RESPECT TO THE UNITED STATES FLAG:**

- A. **IT WILL BE FLOWN IN COMPLIANCE WITH THE U.S. FLAG CODE.**
- B. **IT SHALL BE AT THE TOP OF ANY OTHER FLAGS.**

**OTHER FLAGS: FROM TIME TO TIME, THE BOARD MAY APPROVE FLYING OTHER FLAGS. ANY FLAGS APPROVED BY THE BOARD SHALL REPRESENT AN EXPRESSION OF THE BOARD'S OFFICIAL SENTIMENTS. USE OF THE LIBRARY FLAGPOLE FOR ANY FLAG IS NOT INTENDED TO SERVE OR CREATE A FORUM FOR FREE EXPRESSION BY THE PUBLIC.**

Trustee Galla seconded.

In her absence, President Zyck read a letter submitted by Trustee Ruhl regarding Pride Month and flying the Pride flag.

During discussion, a draft flag policy being considered by the Glenview Public Library Board of Trustees was introduced. Trustee Supplitt questioned if Trustee Smart would reconsider her motion, withdraw it and substitute her motion with the draft flag policy being considered by the Glenview Public Library Board of Trustees using Arlington Heights Memorial Library in its place.

Trustee Smart withdrew her motion and modified the motion to read **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.007 FLAG POLICY.**

**ARLINGTON HEIGHTS PUBLIC LIBRARY FLAG POLICY**

**PURPOSE**

**THE LIBRARY HAS A FLAGPOLE LOCATED AT THE FRONT OF THE LIBRARY'S PROPERTY. THIS FLAGPOLE FLIES THE UNITED STATES FLAG, THE STATE OF ILLINOIS FLAG, AND THE VILLAGE OF ARLINGTON HEIGHTS FLAG IS NOT FLOWN AS WELL AS ADDITIONAL FLAGS CHOSEN BY THE LIBRARY AS AN EXPRESSION OF THE LIBRARY'S MISSION, CORE VALUES OR OFFICIAL SEGMENTS. THE LIBRARY'S FLAGPOLES ARE NOT INTENDED TO SERVE AS A FORUM FOR FREE SPEECH BY THE PUBLIC. INSTEAD, THE FLAGPOLES ARE TO FLY LIBRARY FLAGS WHICH ARE SELECTED BY THE LIBRARY, AND TO SERVE AS A GOVERNMENT FORUM FOR EXPRESSION OF THE LIBRARY'S MISSIONS, CORE VALUES AND OFFICIAL SEGMENTS, AS RECOGNIZED BY THE U.S. SUPREME COURT DECISION *SHURTLEFF ET AL. V. CITY OF BOSTON.***

**THE POLICY WILL PROVIDE THE PROVISIONS GOVERNING THE DISPLAY OF THE FLAG FOUND IN THE U.S. CODE, TITLE 4, CHAPTER 1, AND THE ILLINOIS FLAG DISPLAY ACT 5 ILSC 465.**

**THE LIBRARY DIRECTOR WILL OVERSEE THE ADMINISTRATION OF THE FLAGPOLES.**

**WHEN SELECTING THE FLAGS TO BE FLOWN ON THE FLAGPOLE, THE LIBRARY WILL CONSIDER THE FOLLOWING:**

- **WHETHER THE UNITED STATES OR THE STATE OF ILLINOIS HAS RECOGNIZED THE FLAG THROUGH A STATUTE OR PROCLAMATION;**
- **WHETHER THE FLAG REPRESENTS A NATIONAL, STATE, OR VILLAGE INTEREST AND IS CONSISTENT WITH THE LIBRARY'S MISSION, CORE VALUES OR OFFICIAL SEGMENTS;**
- **WHETHER THE FLAG REPRESENTS A POSITIVE INTEREST OR VALUE WORTHY OF PUBLIC RECOGNITION AND IS CONSISTENT WITH THE LIBRARY'S MISSION OR OFFICIAL SENTIMENTS.**

Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Smart, Somary and Supplitt. Nay: Trustees Medal and Zyck. The motion carried.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES TAKE A FIVE-MINUTE RECESS.** Trustee Smart seconded. All were in favor and the board began a recess at 8:35 p.m.

The board returned to open session at 8:42 p.m.

05.22.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 19, 2022 (Action Item 1).** Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

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

05.22.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2022 (Item 3)** – Michael Driskell reported the library’s real estate tax revenue totaled \$320,741.25 for the month of April. The library received personal property replacement taxes (PPRT) in the amount of \$58,976.53 in April. The Friends reimbursed the library for expenses totaling \$2,746.80. With 33% of the fiscal year lapsed, 31% of the unaudited annual operating budget has been expensed and 54% of the total annual capital budget has been expensed.

05.22.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 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 APRIL 30, 2022, IN THE AMOUNT OF \$1,066,068.67.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

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

05.22.11 **OLD BUSINESS**

- **KIDS’ WORLD REFRESH PROJECT UPDATE (Item 5)** – Andy Dogan provided an updated concept and drawings for refreshing the Kids’ World department addressing needs in layout, additional spaces and interactive elements.

- **APPROVAL OF SPECIAL EVENT EXTENDED HOURS (Action Item 6)** – The board approved extending library hours for the Teen Film Fest “after-party” planned for August 26.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES EXTENDING THE SERVICE HOURS ON AUGUST 26, 2022, TO 10:00 P.M. FOR THE PURPOSE OF THE TEEN FILM FEST “AFTER-PARTY”.** Trustee Smart seconded. All were in favor and the motion carried.

- **ADOPTION OF 2022 BUDGET AMENDMENT (Action Item 7)** – The board adopted a budget amendment to correct an error in the 2022 Gifts and Grants budget line.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE MAY 17, 2022, BUDGET AMENDMENT.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

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

05.22.13 There were no **OTHER** items to be discussed.

There being no further business to discuss, Trustee Somary moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:06 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder