

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 21, 2022.**

06.22.01 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, June 21, 2022, at 7:03 p.m. by President Greg Zyck.

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

Absent: None

Also present: Michael Driskell, Executive Director; Traci Sara, Finance Manager; Lisa Haack, Human Resource Manager; Trixie Dantis, Youth Services Manager; Tracy Karim, ESL/Literacy Services Coordinator; Janet Moravec, Business Office Administrator; Martha Trotter, Sikich LLP; Andy Dogan, Williams Architects. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

06.22.03 **PUBLIC COMMENT** – President Zyck read public comment submitted via email from resident Melissa Cayer requesting the appropriate amount of food be provided for board meetings.

06.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends held the Passport to Fun event over the weekend with plans to repeat it next year. The Friends are on hiatus until September.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation continues its work on creating a Scholarship Task Force and approved \$38,250 for the Everbrite wall in Kids' World.

06.22.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 4, 2022 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

06.22.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES OF MAY 7, 2022 (Action Item 2)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

06.22.07 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 17, 2022 (Action Item 3)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

- 06.22.08 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF SCHOOL DISTRICT 25 BOARD OF EDUCATION AND THE BOARD OF LIBRARY TRUSTEES OF MAY 21, 2022 (Action Item 4)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.
- 06.22.09 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF MAY 25, 2022 (Action Item 5)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.
- 06.22.10 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 6, 2022 (Action Item 6)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.
- 06.22.11 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2022 (Item 7)** – Michael Driskell reported the library’s real estate tax revenue totaled \$24,101.25 for the month of May. The library received personal property replacement taxes (PPRT) in the amount of \$78,960.98 in May. The Friends reimbursed the library for expenses totaling \$936.97. With 42% of the fiscal year lapsed, 38% of the unaudited annual operating budget has been expensed and 57% of the total annual capital budget has been expensed.
- 06.22.12 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2022 (Action Item 8)** – 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 MAY 31, 2022, IN THE AMOUNT OF \$1,173,534**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.
- 06.22.13 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the June 2022 Director’s Report.
- **ENGLISH AS A SECOND LANGUAGE AND LITERACY SERVICES** – ESL/Literacy Services Coordinator Tracy Karim provided an overview of services provided in the ESL and Literacy Services Office as well as the impact of the relocation of the office to the first floor of the library.
- 06.22.14 **OLD BUSINESS**
- **KIDS’ WORLD REFRESH PROJECT UPDATE (Item 9)** – Andy Dogan provided an update to the project to refresh the Kids’ World department, including project budget and bidding process and timeline.

- **EMPLOYEE ENGAGEMENT SURVEY ACTION PLANS (Item 10)** – Human Resource Manager Lisa Haack presented information about action planning as a result of the recently completed employee engagement survey.

- **ADOPTION OF 2023 BUDGET TARGETS (Action Item 11)** – The board reviewed and adopted the 2023 Budget Targets with updated information to be included as it becomes available.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2023 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 12)** – Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the nonresident card fee for the upcoming year.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$442 EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2023.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **ADOPTION OF PROPOSED REVISIONS TO POLICY 7.020 MAKERSPACE AND POLICY 7.021 MAKERSPACE KITCHEN (Action Item 13)** – The board adopted revisions to Policy 7.020 Makerspace and Policy 7.021 Makerspace Kitchen.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 7.020 MAKERSPACE AND POLICY 7.021 MAKERSPACE KITCHEN, EFFECTIVE JULY 1, 2022.** Trustee Medal seconded. All were in favor and the motion carried.

#### 06.22.15 NEW BUSINESS

- **REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 14)** – Martha Trotter, with Sikich, LLP, provided a review of the annual financial report. The opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2021.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31,**

**2011.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **2021 BUDGET VARIANCE REPORT (Item 15)** – Finance Manager Traci Sara presented a review of the final 2021 actual results noting significant variances from the 2021 budget.

06.22.16 **OTHER**

- President Zyck reported he will not be at the July board meeting. President Zyck and Michael Driskell will discuss the possibility of canceling the Committee of the Whole meeting scheduled for July 5.

- Trustee Smart reported she has resigned her position on the American Library Association (ALA) United for Libraries Board, effective July 1, 2022.

- Michael Driskell reported he will be out of the office attending the ALA Annual Conference in Washington DC. Mike, Trustee Smart and Jennifer Borrell will be presenting at the conference.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:13 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder