

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

07.22.01 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, July 19, 2022, at 7:00 p.m. by Vice President/Secretary Carole Medal.

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

Absent: Trustees Ruhl, Somary and Zyck

Also present: Michael Driskell, Executive Director; Traci Sara, Finance Manager; Jolie Duncan, Info Services Manager; Janet Moravec, Business Office Administrator; and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

07.22.03 **PUBLIC COMMENT** – Resident Melissa Cayer requested the library not request permit fee waivers from the Village of Arlington Heights.

Trustee Ruhl arrived at 7:03 p.m.

07.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported there was no report from the Friends of the Library.

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

07.22.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 21, 2022 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

07.22.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2022 (Item 2)** – Michael Driskell reported the library's real estate tax revenue totaled \$34,067.66 for the month of June. The library was awarded \$114,572.10 for the 2022 Illinois Public Library Per Capita grant. With 50% of the fiscal year lapsed, 45% of the unaudited annual operating budget has been expensed and 60% of the total annual capital budget has been expensed.

07.22.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2022 (Action Item 3)** – 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 JUNE 30, 2022, IN THE AMOUNT OF \$1,148,840.63.**

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

07.22.08 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the July 2022 Director's Report.

07.22.09 There was no **OLD BUSINESS** to be discussed.

07.22.10 **NEW BUSINESS**

- **ADOPTION OF PROPOSED REVISIONS TO POLICY 2.006 CODE OF ETHICS (Action Item 4)** – The board discussed language used in the American Library Association Code of Ethics. The board tabled adoption of proposed revisions to Policy 2.006 Code of Ethics, with discussion to continue at the August Committee of the Whole meeting.

- **ADOPTION OF PROPOSED REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Action Item 5)** – The board reviewed and adopted revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use in response to recent changes to the State of Illinois Public Library Act.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE.** Trustee Ruhl seconded. All were in favor and the motion carried.

07.22.11 **OTHER**

- Trustee Smart reported on her attendance at the recent American Library Association Conference in Washington D.C.

- Michael Driskell reported Collection Services Manager Lisa Bobis was awarded the 2022 Illinois Library Association's TBS, Inc. Technical Services Award.

- Michael Driskell reported he will be out of the office July 21–25.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 7:48 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder