

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, AUGUST 16, 2022.

08.22.01 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, August 16, 2022, at 7:00 p.m. by President Greg Zyck.

08.22.02 Upon **ROLL CALL**, the following answered Present: Trustees Galla, Medal, Smart, Somary and Zyck. Trustee Supplitt participated in the meeting via Zoom.

Absent: Trustees Medal and Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Jennifer Czajka, Programs and Exhibits Manager; Sherri Tader, Info Services Advisor; Neal Parker, Programs and Exhibits Specialist; Janet Moravec, Executive Administrative Assistant; Julie Doren, Business Office Assistant; Jennifer Borrell, Resident; Linda Forey, Resident and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

08.22.03 There was no **PUBLIC COMMENT**.

08.22.04 **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.

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

08.22.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 1, 2022 (Action Item 2)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

08.22.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2022 (Item 3)** – Michael Driskell reported the library's real estate tax revenue totaled \$33,653.76 for the month of July. The library received personal property replacement taxes (PPRT) in the amount of \$56,850.02 in July. The library received \$1,435.41 of cash in lieu of land from the Village of Arlington Heights in July. With 58% of the fiscal year lapsed, 55% of the unaudited annual operating budget has been expensed and 60% of the total annual capital budget has been expensed.

Trustee Ruhl arrived at 7:08 p.m.

- 08.22.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2022 (Action Item 4)** – Michael Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO TRUSTEE SMART FOR TRAVEL EXPENSES IN THE AMOUNT OF \$219.46.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF JULY 31, 2022, IN THE AMOUNT OF \$1,352,180.21.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

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

Programs and Exhibits Manager Jennifer Czajka presented on culinary programming at the Makerspace since opening in September 2021.

- 08.22.10 **OLD BUSINESS**

- **ADOPTION OF PROPOSED REVISIONS TO POLICY 2.006 CODE OF ETHICS (Action Item 5)** – The board reviewed and adopted proposed revisions to Policy 2.006 Code of Ethics.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 2.006 CODE OF ETHICS.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **APPROVAL OF 2023 LIBRARY HOLIDAY DATES AND CLOSING SCHEDULE (Action Item 6)** – The board reviewed and approved a schedule of proposed library dates and closings for 2023.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2023 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Somary seconded. All were in favor and the motion carried.

- **APPROVAL OF 2023 BOARD MEETING SCHEDULE (Action Item 7)** – The board reviewed and approved a schedule of proposed dates for the 2023 board and Committee of the Whole meetings.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2023 BOARD OF LIBRARY TRUSTEES MEETING SCHEDULE.** Trustee Galla seconded. All were in favor and the motion carried.

08.22.11 NEW BUSINESS

- **STAFF PRESENTATION OF 2022 ONE BOOK, ONE VILLAGE PROMOTIONAL PLAN AND RELATED PROGRAMMING (Item 8)** – Info Services Advisor Sherri Tader and Programs and Exhibits Specialist Neal Parker gave a presentation on the 2022 One Book, One Village selection of *Clark and Division* by Naomi Hirahara.

08.22.12 OTHER

– **2022 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE OCTOBER 18-20, 2022** – The Illinois Library Association Annual Conference will be held at the Stephens Convention Center in Rosemont, IL October 18-20.

– Trustee Smart announced she will be resigning her position as trustee effective September 30, 2022.

08.22.13 Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried. The board went into closed session at 8:44 p.m.

The board returned to open session at 8:59 p.m.

Trustee Smart moved **TO RELEASE THE CLOSED SESSION MINUTES FROM JANUARY 19, 2010; APRIL 20, 2010; MAY 18, 2010; AUGUST 17, 2010; SEPTEMBER 21, 2010; NOVEMBER 16, 2010; DECEMBER 20, 2011; APRIL 9, 2012; APRIL 12, 2012; APRIL 13, 2012; APRIL 16, 2012; APRIL 17, 2012; APRIL 28, 2012; APRIL 30, 2012; MAY 4, 2012; MAY 7, 2012; JANUARY 15, 2013; FEBRUARY 19, 2013; AUGUST 20, 2013; SEPTEMBER 17, 2013; OCTOBER 22, 2013; DECEMBER 17, 2013; AUGUST 19, 2014; SEPTEMBER 16, 2014; OCTOBER 21, 2014; NOVEMBER 18, 2014; JULY 21, 2015; AUGUST 18, 2015; JANUARY 19, 2016; FEBRUARY 16, 2016; APRIL 19, 2016; MAY 17, 2016; JUNE 21, 2016; JULY 7, 2016; JULY 19, 2016; AUGUST 13, 2016; AUGUST 16, 2016; AUGUST 16, 2016; SEPTEMBER 20, 2016; DECEMBER 20, 2016; JANUARY 17,**

2017; MAY 16, 2017; MAY 30, 2017; JULY 12, 2017; AUGUST 15, 2017; SEPTEMBER 19, 2017; SEPTEMBER 25, 2017; OCTOBER 3, 2017; OCTOBER 17, 2017; OCTOBER 30, 2017; NOVEMBER 21, 2017; DECEMBER 19, 2017; JANUARY 16, 2018; JANUARY 29, 2018; MARCH 19, 2018; APRIL 17, 2018; MAY 7, 2018; MAY 15, 2018; JUNE 4, 2018; JUNE 19, 2018; AND JULY 17, 2018. Trustee Somary seconded. All were in favor and the motion carried.

Trustee Smart moved TO RELEASE THE CLOSED SESSION MINUTES AND DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM JULY 13, 2020; JULY 21, 2020; AUGUST 18, 2020; AND OCTOBER 5, 2020. Trustee Somary seconded. All were in favor and the motion carried.

Trustee Smart moved APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF AUGUST 16, 2022. Trustee Galla seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Supplitt moved ADJOURNMENT. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 9:03 p.m.

Carole Medal, Vice President/Secretary

Julie Doren, Recorder