

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

09.22.01 A meeting of the Committee of the Whole 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, September 6, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Supplitt

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Lisa Haack, Human Resource Manager; Janet Moravec, Executive Administrative Assistant; and Jennifer Borrell, Resident. Mary Hastings, Director of Communications and Marketing and Traci Sara, Finance Manager, participated in the meeting via Zoom.

09.22.02 There was no **PUBLIC COMMENT**.

09.22.03 **CONSULTANT FOR STRATEGIC PLANNING SERVICES** (Item 1) – Michael Driskell presented a recommendation to engage with Sarah Keister Armstrong and Associates for consulting services for the purpose of conducting a strategic planning process for the library.

09.22.04 **COMPENSATION PHILOSOPHY** (Item 2) – With the advent of the compensation analysis and preparation of the 2023 budget, the committee provided input on the philosophy of compensation to staff.

09.22.05 **EMPLOYEE BENEFITS ENHANCEMENT** (Item 3) – Human Resource Manager Lisa Haack presented potential human resource policy changes for consideration in the 2023 budget, including providing paid holidays to part-time benefited employees and providing paid parental leave. The committee was in favor of changes to policy to provide seven paid holidays a year for days the library is closed to part-time benefited employees. The committee was also in favor of policy changes to provide eight weeks of paid parental leave to full-time and part-time benefited employees.

09.22.06 **REVIEW OF DRAFT OF 2023 BUDGET** (Item 4) – Staff presented a first draft of the 2023 budget for consideration by the committee.

09.22.07 **LONG RANGE FISCAL PLAN** (Item 5) – Michael Driskell presented a preliminary draft of the long-range fiscal plan for review by the committee.

09.22.08 **RESOLUTION DECLARING A TRUSTEE VACANCY** (Item 6) – As a result of the announced retirement of Trustee Debbie Smart, effective September 30, 2022, the committee considered a resolution declaring the trustee vacancy. The committee also discussed the board’s intention and possible timeline to fill the vacancy by appointment until the next regular election in April 2023.

09.22.09 **OTHER**

- Trustee Somary inquired if the library has experienced an increase of materials challenges.

There being no further business to be discussed, Trustee Ruhl moved **ADJOURNMENT**. Trustee Somary seconded. All were in favor and the meeting was adjourned at 8:51 p.m.

Janet Moravec, Recorder