

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, SEPTEMBER 20, 2022.**

09.22.01 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, September 20, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Trixie Dantis, Youth Services Manager; Maria Papanastassiou, Youth Services Assistant Manager; Janet Moravec, Executive Administrative Assistant; Jennifer Borrell, Friends of the Library; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Carrie Kotera, Williams Architects; and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

09.22.03 There was no **PUBLIC COMMENT**.

09.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Jennifer Borrell reported the Friends had a very successful Passport to Fun fundraiser, a neighborhood scavenger hunt, and book sale that raised \$9,000. The August Summer Used Book Sale raised \$24,000 and the Fall Used Book Sale is scheduled for November 5 and 6. Four new board members have been elected to the Friends’ Board: Mike Braun, Director; Kristi Hartwell, Director; Susan Gottschalk, Treasurer; and Susan Ciano, Membership Chair.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – On behalf of the Foundation, Lauree Harp thanked Trustee Smart for her service to the library and the Arlington Heights community. As a result of the Foundation’s Scholarship Task Force, Scholarship for the Trades is ready to launch October 1. A fundraiser featuring local chefs will be held at the Makerplace on November 4 to help fund the scholarship program.

09.22.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 16, 2022 (Action Item 1)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

09.22.06 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 6, 2022 (Action Item 2)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

09.22.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2022 (Item 3)** – Michael Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$6,490.55 in August. With 67% of the fiscal year lapsed, 61% of the unaudited annual operating budget has been expensed and 62% of the total annual capital budget has been expensed.

09.22.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 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 AUGUST 31, 2022, IN THE AMOUNT OF \$1,140,035.05.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

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

09.22.10 **OLD BUSINESS**

- **KIDS' WORLD REFRESH PROJECT UPDATE (Item 5)** – Carrie Kotera, from Williams Architects, provided an update to the project to refresh the Kids' World department, including project budget and bidding process and timeline. After discussion, the board requested staff evaluate the cost and timing of including automatic sliding doors back in the scope of the project.

- **AUTHORIZATION TO ENGAGE CONSULTANT FOR STRATEGIC PLANNING SERVICES (Action Item 6)** – The board authorized staff to engage Sarah Keister Armstrong and Associates for consulting services for the purpose of conducting a strategic planning process for the library.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENGAGE SARAH KEISTER ARMSTRONG AND ASSOCIATES FOR AN AMOUNT NOT TO EXCEED \$26,000 FOR CONSULTING SERVICES TO DEVELOP A STRATEGIC PLAN, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **ADOPTION OF RESOLUTION DECLARING A TRUSTEE VACANCY (Action Item 7)** – As a result of the retiring of Trustee Debbie Smart, effective September 30, 2022, the board adopted a resolution declaring a trustee vacancy.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 22-03 DECLARING A TRUSTEE VACANCY.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

#### 09.22.11 NEW BUSINESS

**- RESOLUTION HONORING THE SERVICE OF DEBBIE SMART (Action Item 8)** – The board approved a resolution honoring the service of Trustee Debbie Smart.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS RESOLUTION 22-04 HONORING THE SERVICE OF DEBBIE SMART.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Somary, Supplitt and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

**- REQUEST TO FLY NATIVE AMERICAN FLAG FOR NATIVE AMERICAN HERITAGE MONTH (Action Item 9)** – In accordance with Policy 7.007 Use of Flags on Library Property, Trustee Supplitt requested the board consider flying a Native American flag for Native American Heritage Month in November 2022. The board discussed that requests need to consistently meet the specifications outlined in the policy including whether the United States or the State of Illinois has recognized or cause through statue or proclamation or other official communication or flown the flag. Discussion also included if the board were to recognize Native American Heritage Month, was it being exclusionary to other groups.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES FLY THE NATIVE AMERICAN FLAG FOR NATIVE AMERICAN HERITAGE MONTH, NOVEMBER 2022.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Smart, Somary, Supplitt and Zyck. Nay: Trustees Galla and Medal. The motion carried.

#### 09.22.12 OTHER

– **MAKERPLACE ANNIVERSARY OPEN HOUSE – SEPTEMBER 29, 4-6 P.M.**  
– Trustees were encouraged to attend the Makerplace open house on September 29 to celebrate the Makerplace’s one-year anniversary.

– Michael Driskell extended congratulations and best wishes to Youth Services Assistant Manager Maria Papanastassiou who will be leaving the library for a new position at the Skokie Public Library

– Michael Driskell introduced an initial discussion about a potential partnership with the Arlington Heights Park District regarding a new parking lot near the Makerplace at Recreation Park.

– Trustee Somary raised the question of the board adjusting its order of business at its meetings to include the Pledge of Allegiance. The board was in favor of the change and the rules of the board will be brought to the board for revision and adoption.

09.22.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (3) FOR THE PURPOSE OF THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE.** Trustee Smart seconded. All were in favor and the board went into closed session at 8:45 p.m.

The board returned to open session at 9:10 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF SEPTEMBER 20, 2022.** Trustee Smart seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried and the meeting was adjourned at 9:12 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder