

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 25, 2022.

- 10.22.01 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, October 25, 2022, at 7:07 p.m. by Treasurer John Supplitt.
- 10.22.02 Upon **ROLL CALL**, the following answered Present: Trustees Galla, Ruhl, Somary and Supplitt. President Zyck participated in the meeting via Zoom due to personal illness.

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Janet Moravec, Executive Administrative Assistant; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Andy Dogan, Williams Architects; Jenn Borrell, Resident; Abner Virchow, Resident; Jay Virchow, Resident; and Linda Sigle, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

President Zyck moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEMS 9 RESOLUTION FILLING A TRUSTEE VACANCY AND ITEM 10 OATH OF OFFICE FOR JENNIFER BORRELL DIRECTLY AFTER PUBLIC COMMENT**. Trustee Supplitt seconded. All were in favor and the motion carried.

- 10.22.03 **PUBLIC COMMENT** – Treasurer Supplitt read a comment submitted via email from Melissa Cayer asking to not increase property taxes and decrease expenses.

10.22.04 **NEW BUSINESS**

- **RESOLUTION FILLING A TRUSTEE VACANCY (Action Item 9)** – As a result of the retiring of Trustee Debbie Smart, the board considered adoption of a resolution filling the trustee vacancy.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 22-05 FILLING A TRUSTEE VACANCY**. Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **OATH OF OFFICE FOR JENNIFER BORRELL (Action Item 10)** – In President Zyck’s physical absence, Treasurer Supplitt administered the oath of office to Jennifer Borrell.

10.22.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends have a fall used book sale coming up the first weekend in November.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp shared the Foundation’s new promotional brochure. The Foundation held a beta fundraising event at the Makerplace, in advance of their fundraiser featuring local chefs to be held at the Makerplace on November 4 to help fund their Scholarship for the Trades program for 2024.

10.22.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 20, 2022 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

10.22.07 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 3, 2022 (Action Item 2)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

10.22.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2022 (Item 3)** – Mr. Driskell reported due to Cook County’s delay of second installment property tax bills, the library did not receive real estate tax receipts in September. Due to rising interest rates, the library received \$17,910.30 in interest income in September. The Friends of the Library reimbursed the library \$15,309.35 this month. With 75% of the fiscal year lapsed, 68% of the unaudited annual operating budget has been expensed and 64% of the total annual capital budget has been expensed.

10.22.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2022 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF SEPTEMBER 30, 2022, IN THE AMOUNT OF \$1,189,950.67**. President Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

10.22.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the October 2022 Director’s Report.

10.22.11 **OLD BUSINESS**

- **ADOPTION OF 2022 TAX LEVY (Action Item 5)** – The board considered adoption of the proposed 2022 tax levy reflecting a 0% increase over the extended 2021 levy in the amount of \$14,828,000.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2022 TAX LEVY IN THE AMOUNT OF \$14,828,000.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **ADOPTION OF 2023 BUDGET (Action Item 6)** – The board considered adoption of the proposed 2023 budget.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2023 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **KIDS’ WORLD REFRESH PROJECT UPDATE (Item 7)** – Andy Dogan from Williams Architects provided an update on the Kids’ World refresh project including a possible project budget and timeline. There was continued discussion by the board regarding automatic sliding doors at the entrance of the space being included in the project.

- **RECOGNIZING NATIVE AMERICAN HERITAGE MONTH (Action Item 8)** – Treasurer Supplitt requested the board review its action taken in September to fly a Native American flag for National Native American Heritage Month. After further review, the previously identified flag of American Natives and Alaskan Natives has not been recognized by the federal or state government and therefore is not in accordance with Policy 7.007 Use of Flags on Library Property. In lieu of displaying a flag, Treasurer Supplitt recommended the board consider approving a resolution to recognize National Native American Heritage Month for November 2022.

Trustee Supplitt moved **IN ACCORDANCE WITH POLICY 7.007 USE OF FLAGS ON LIBRARY PROPERTY, THE BOARD OF LIBRARY TRUSTEES WILL NOT FLY THE FLAG OF THE AMERICAN INDIAN MOVEMENT BECAUSE IT IS NOT RECOGNIZED BY THE UNITED STATES FEDERAL GOVERNMENT OR THE STATE OF ILLINOIS THROUGH STATUE OR PROCLAMATION.** Trustee Ruhl seconded. All were in favor and the motion carried.

Trustee Supplitt moved **IN LIEU OF DISPLAYING THE FLAG, THE BOARD OF LIBRARY TRUSTEES APPROVES A RESOLUTION RECOGNIZING NATIONAL NATIVE AMERICAN HERITAGE MONTH IN NOVEMBER 2022.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary and Supplitt. Nay: Trustee Zyck. The motion carried.

10.22.12 **OTHER**

– Trustee Ruhl requested current Makerplace hours be evaluated.

- Trustee Ruhl suggested the library provide feminine hygiene products to staff. Mr. Driskell responded the library plans to start providing no cost feminine hygiene products in public restrooms and it has been included in the 2023 budget.

There being no further business to discuss, Trustee Somary moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 9:00 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder