

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 15, 2022.

11.22.01 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, November 15, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Lisa Haack, Human Resources Manager; Mike Klean, Security Manager; Mary Jo Lepo, Senior and Accessible Services Manager; Katie Myers, Senior and Accessible Services Supervisor; Dan Billing, Security Officer Lead; Janet Moravec, Executive Administrative Assistant; and Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

11.22.03 There was no **PUBLIC COMMENT**.

11.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends approved \$2,000 to purchase 1,150 wallets for youth receiving their first library card. The Friends made over \$25,000 at their fall used book sale in November and have a holiday sale coming up December 3 and 4.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp shared a recap of the Foundation’s Evening with the Chefs event on November 4 raising funds for the Foundation’s Scholarship for the Trades program. The Foundation has also sent out its annual appeal and is seeing good results.

11.22.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 15, 2022 (Action Item 1)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

11.22.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 25, 2022 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

11.22.07 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 7, 2022 (Action Item 3)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

11.22.08 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 4)** – The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursement to Trustee Somary for expenses incurred during the Illinois Library Association Conference were presented.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO TRUSTEE SOMARY FOR TRAVEL EXPENSES IN THE AMOUNT OF \$123.06**. Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Supplitt and Zyck. Nay: none. Abstain: Trustee Somary. The motion carried.

11.22.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2022 (Item 5)** – 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 October. The library received personal property replacement taxes (PPRT) of \$76,568.01 in October. Due to rising interest rates, the library received \$12,134.93 in interest income in October. With 83% of the fiscal year lapsed, 74% of the unaudited annual operating budget has been expensed and 64% of the total annual capital budget has been expensed.

11.22.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2022 (Action Item 6)** – Mr. 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 OCTOBER 31, 2022, IN THE AMOUNT OF \$1,171,999.62**. Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

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

Security staff provided an overview of the history of security and policies and procedures as they relate to exceptional customer experiences at the library.

11.22.12 **OLD BUSINESS**

- ADOPTION OF REVISIONS TO HUMAN RESOURCE POLICY - HOLIDAYS (Action Item 7) – The board considered adoption of proposed revisions to human resource policy – Holidays to provide paid holidays to part-time benefited employees.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO HUMAN RESOURCE POLICY – HOLIDAYS, EFFECTIVE JANUARY 1, 2023.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- ADOPTION OF HUMAN RESOURCE POLICY – PAID PARENTAL LEAVE (Action Item 8) – The board considered adoption of a new employee benefit and human resource policy – Paid Parental Leave to provide paid parental leave to full-time and part-time benefited employees.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS HUMAN RESOURCE POLICY – PAID PARENTAL LEAVE.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- ADOPTION OF REVISIONS TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 9) – The board considered adoption of revisions to Policy 1.101 Rules of the Board of Library Trustees to add the Pledge of Allegiance at the beginning of each committee and board meeting.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

11.22.13 NEW BUSINESS

- INCLUSION AWARENESS MONTH 2022 (Item 10) – Senior and Accessible Services staff provided a summary of the programming and services highlighted during October, as part of Inclusion Awareness Month.

11.22.14 OTHER

– Mr. Driskell thanked Trustee Supplitt for his presentation of the library's budget to the Village board at the Village's budget hearing.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Galla seconded. All were in favor and the meeting was adjourned at 8:55 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder