

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

12.22.01 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 Monday, December 5, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustees Medal and Somary

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; and Janet Moravec, Executive Administrative Assistant. Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

12.22.02 President Zyck led the **PLEDGE OF ALLEGIANCE**.

12.22.03 There was no **PUBLIC COMMENT**.

Trustee Somary joined the meeting at 7:06 p.m.

12.22.04 **REVISIONS TO POLICY 5.004 CIRCULATION** (Item 1) – The committee reviewed proposed changes to the Circulation policy to improve accessibility and match current procedures.

12.22.05 **POLICY 7.007 USE OF FLAGS ON LIBRARY PROPERTY DISCUSSION** (Item 2) – The committee continued discussion of Policy 7.007 Use of Flags on Library Property. The committee discussed adding structure to the process of identifying flags and causes acknowledged by the board.

12.22.06 **DATA AND STATISTICS REPORTING** (Item 3) – The committee reviewed and discussed reporting format of statistics and performance indicators.

12.22.07 **FY2023 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION** (Item 4) – The committee reviewed a draft of the FY2023 Illinois Public Library Per Capita Grant application.

12.22.08 **OTHER**

- Trustee Galla questioned if staff are trained on the use of NARCAN. Mr. Driskell responded that on the recommendation of medical professions and the Arlington Heights

Police Department, staff are not trained to administer NARCAN but rather instructed to call 911 in an emergency.

- Trustee Ruhl inquired if the library would consider providing notary services in the future.
- Mr. Driskell reported he will be taking time off before the end of the year.
- Trustee Somary commented on an interaction she observed in the ESL/Literacy Office between staff and a grateful customer. She remarked how very proud she is the library is able to help those who may be new to our community.

There being no further business to be discussed, Trustee Supplitt moved **ADJOURNMENT**. Trustee Somary seconded. All were in favor and the meeting was adjourned at 7:55 p.m.

Janet Moravec, Recorder