

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

- 12.22.01 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, December 20, 2022, at 7:00 p.m. by President Greg Zyck.
- 12.22.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Medal, Supplitt and Zyck.

Absent: Trustees Ruhl and Somary

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Lisa Haack, Human Resources Manager; Trixie Dantis, Youth Services Manager; Cyndi Hamann, Collection Supervisor; Gosia Bylinska, Cataloging Supervisor; Elizabeth Ludemann, Info Services Supervisor; Sherri Tader, Info Services Advisor; Neal Parker, Programs and Exhibits Specialist; William Tolan, Communications and Marketing Specialist; Catalina Shin, Community Engagement Liaison; Janet Moravec, Executive Administrative Assistant; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Andy Dogan, Williams Architects; Stacey Kelly, Resident; and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

- 12.22.03 President Zyck led the **PLEDGE OF ALLEGIANCE**.
- 12.22.04 **PUBLIC COMMENT** - Resident Melissa Cayer inquired when the property taxes she paid will be received by the Arlington Heights Memorial Library.

Trustee Somary joined the meeting at 7:02 p.m.

Trustee Supplitt moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEM 10 ONE BOOK, ONE VILLAGE WRAP-UP AFTER THE EXECUTIVE DIRECTOR'S REPORT**. Trustee Galla seconded. All were in favor and the motion carried.

12.22.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends made over \$6,200 at their holiday sale; they will not be accepting donations December 24-Janary 4; and their next sale will be February 4 and 5.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp reported on the 2022 Arlington Heights Memorial Library Foundation Annual Report. The Foundation brought in over \$44,000 to be used towards the library's Makerplace and upcoming Kids' World renovation. A Foundation task force created a Scholarship for the

Trades to assist students entering the trades with financial support to complete their education.

- 12.22.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 15, 2022 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.
- 12.22.07 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 5, 2022 (Action Item 2)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as amended.
- 12.22.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 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 November. The library received \$298.43 in donations in November. Due to rising interest rates, the library received \$13,860.16 in interest income in November. With 92% of the fiscal year lapsed, 82% of the unaudited annual operating budget has been expensed and 65% of the total annual capital budget has been expensed.
- 12.22.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2022 (Action Item 4)** – 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 NOVEMBER 30, 2022, IN THE AMOUNT OF \$1,290,912.62**. Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 12.22.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the December 2022 Director’s Report.

12.22.11 **NEW BUSINESS**

- **ONE BOOK, ONE VILLAGE WRAP-UP (Item 10)** – Staff from the One Book, One Village Committee presented statistics and highlights from the library’s 2022 One Book, One Village program *Clark and Division*, by Naomi Hirahara.

12.22.12 **OLD BUSINESS**

- **KIDS’ WORLD REFRESH PROJECT UPDATE (Item 5)** – Andy Dogan from Williams Architects provided an update on the Kids’ World refresh project including options for a defined Kids’ World entrance.

- **ADOPTION OF REVISIONS TO POLICY 5.003 CIRCULATION (Action Item 6)**
– The board considered adoption of proposed revisions to Policy 5.003 Circulation to improve accessibility and match current procedures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.003 CIRCULATION.** 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 7.007 USE OF FLAGS ON LIBRARY PROPERTY (Action Item 7)** – The board considered adoption of proposed revisions to Policy 7.007 Use of Flags on Library Property to add structure to the process of identifying flags and causes acknowledged by the board.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 7.007 USE OF FLAGS ON LIBRARY PROPERTY.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- APPROVAL OF FY2023 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION (Action Item 8)** – The board reviewed and approved the Illinois State Library FY2023 Public Library Per Capita and Equalization Aid Grant application.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FY2023 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **COMPENSATION STRUCTURE DEVELOPMENT (Item 9)** – Human Resource Manager Lisa Haack reported details about the market benchmarking process and compensation structure development.

12.22.13 **OTHER**

- **ARLINGTON HEIGHTS VILLAGE BOARD JOINT MEETING** – The board will consider scheduling the annual joint meeting with the Arlington Heights Village Board for Saturday, February 4.

– Mr. Driskell highlighted the library once again received a five-star rating in *Library Journal's* national rating of public libraries. He remarked the award acknowledges the work of the library's exceptional staff and the community of Arlington Heights that so strongly supports and uses the library.

12.22.14 Trustee Supplitt moved **THE COMMITTEE OF THE WHOLE ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO REVIEW EXECUTIVE DIRECTOR'S PERFORMANCE GOALS.** Trustee Somary seconded. All were in favor and the committee went into closed session at 9:13 p.m.

The committee returned to open session at 10:30 p.m.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES GIVES EXECUTIVE DIRECTOR MIKE DRISKELL A MERIT INCREASE FOR THIS YEAR OF 6%.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 20, 2022.** Trustee Somary seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Somary moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 10:33 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder