

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 17, 2023.

01.23.01 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, January 17, 2023, at 7:00 p.m. by President Greg Zyck.

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

Absent: None

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Rich Dworianyn, Information Technology Manager; Janet Moravec, Executive Administrative Assistant; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; and Stacey Kelly, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

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

01.23.04 There was no **PUBLIC COMMENT**.

01.23.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends approved \$89,000 for an audiovisual system replacement for the Hendrickson Room. Friends are having a children’s book sale the first weekend in February.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp reported the Arlington Heights Memorial Library Foundation hosted a School District 214 meeting at the Makerplace to promote their Scholarship for the Trades; the Foundation has ordered a baby garden for the upcoming Kids’ World refresh project; the Foundation has two new board members and has earned a 2023 Gold Seal of Transparency from GuideStar.

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

01.23.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2022 (Item 2)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$3,398,953.27 for the month of December. This represents the second installment of property taxes after Cook County bills were delayed five months. The library received personal property replacement taxes (PPRT) in the amount of \$25,074.45.

The library received \$10,394.72 of cash in lieu of land from the Village of Arlington Heights in December. With 100% of the fiscal year lapsed, 88% of the unaudited annual operating budget has been expensed and 65% of the total annual capital budget has been expensed. This is primarily due to the delay in the Kids' World project from 2022 to 2023.

- 01.23.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2022 (Action Item 3)** – 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 DECEMBER 31, 2022, IN THE AMOUNT OF \$1,700,819.73.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 01.23.09 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the January 2023 Director's Report.

Information Technology Manager Rich Dworianyn provided a general overview of the IT department and upcoming projects for 2023.

- 01.23.10 **OLD BUSINESS**

- **DATA AND STATISTICS REPORTING (Item 4)** – Mr. Driskell reviewed the reporting format of statistics and performance indicators.

- 01.23.11 There was no **NEW BUSINESS** to be discussed.

- 01.23.12 **OTHER**

- **DISCUSSION ITEMS FOR ARLINGTON HEIGHTS VILLAGE BOARD JOINT BREAKFAST MEETING – SATURDAY, FEBRUARY 4, 8:30 A.M.** – The Village will be hosting the meeting in the Buechner Room at Village Hall.

- 01.23.13 Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING EXECUTIVE DIRECTOR'S PERFORMANCE GOALS AND (2) REVIEWING CLOSED SESSION MINUTES.** Trustee Galla seconded. All were in favor and the board went into closed session at 8:19 p.m.

The board returned to open session at 9:15 p.m.

Trustee Supplitt moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM DECEMBER 15, 2020; JANUARY 11, 2021 COMMITTEE OF THE**

WHOLE; JANUARY 19, 2021; FEBRUARY 16, 2021 AND JULY 12, 2021 COMMITTEE OF THE WHOLE. Trustee Ruhl seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 17, 2023.** Trustee Borrell 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 Medal moved **ADJOURNMENT.** Trustee Borrell seconded. All were in favor and the meeting was adjourned at 9:17 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder