

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 21, 2023.**

02.23.01 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, February 21, 2023, at 7:02 p.m. by President Greg Zyck.

02.23.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Medal, Somary and Zyck. Trustee Supplitt participated in the meeting via Zoom due to job related business.

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Janet Moravec, Executive Administrative Assistant and Brian Repsher, Friends of the Library President. Mary Hastings, Director of Communications and Marketing, and Traci Sara, Finance Manager, participated in the meeting via Zoom.

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

02.23.04 There was no **PUBLIC COMMENT**.

02.23.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher reported the Friends of the Library have recommitted to funding the audiovisual system replacement in the Hendrickson Room; the recent children’s book sale brought in over \$2,800; membership numbers are back up to pre-COVID numbers with over 530 members; and the next book sale will be at the end of April.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Arlington Heights Memorial Library Foundation is currently in research mode until April. They are developing more fundraisers, awaiting the scholarship cut off and the next steps in that process, restructuring their Advisory Team and working on internal processes.

02.23.06 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 17, 2023 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

02.23.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES OF FEBRUARY 4, 2023 (Action Item 2)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

- 02.23.08 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 6, 2023 (Action Item 3)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

Trustee Ruhl joined the meeting at 7:14 p.m.

- 02.23.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2023 (Item 4)** – Mr. Driskell reported there was no real estate tax revenue recognized for the month of January. While cash was collected in January from the delayed second installment tax bill, it was booked as an adjustment to 2022 for accounting purposes since that is the period to which the revenue relates. The library received personal property replacement taxes (PPRT) in the amount of \$55,312.04. With 8% of the fiscal year lapsed, 13% of the unaudited annual operating budget has been expensed. In January, prepaid expenses for annual contracts (such as insurance premiums for the new year) and commodities are typically higher than the rest of year, yielding expense percentages greater than the lapsed annual percentage.
- 02.23.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2023 (Action Item 5)** – 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 JANUARY 31, 2023, IN THE AMOUNT OF \$901,155.06**. Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 02.23.11 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the February 2023 Director's Report.
- 02.23.12 **OLD BUSINESS**

**- AUTHORIZATION OF PURCHASE OF REPLACEMENT COMPUTERS FOR STAFF AND PUBLIC USE (Action Item 6)** – The board authorized the purchase of replacement computers, with Windows 11 operating software, for staff and public use.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO PURCHASE REPLACEMENT COMPUTERS WITH THE WINDOWS 11 OPERATING SYSTEM SOFTWARE, FOR STAFF AND PUBLIC USE, WITH THE TOTAL AMOUNT NOT TO EXCEED \$174,550**. Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **APPROVAL OF 2023 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2022 (Action Item 7)** – The board approved the 2023 Illinois Public Library Annual Report for 2022 to be filed with the Secretary of State’s office.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2023 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR 2022.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **APPROVAL TO FLY THE PRIDE FLAG IN HONOR OF PRIDE MONTH IN JUNE 2023 (Action Item 8)** – The board approved the flying of the Pride flag in honor of Pride Month in June 2023, in accordance with Policy 7.007 Use of Flags on Library Property.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FLYING OF THE PRIDE FLAG IN HONOR OF PRIDE MONTH IN JUNE 2023, IN ACCORDANCE WITH POLICY 7.007 USE OF FLAGS ON LIBRARY PROPERTY.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

02.23.13 There was no **NEW BUSINESS** to be discussed.

02.23.14 **OTHER**

- **PURCHASE OF ARLINGTON PARK RACETRACK BY THE CHICAGO BEARS** – The board started the conversation of how the Bears purchase of the Arlington Park property may impact the library.

- President Zyck congratulated the month’s Culture Leaders and those celebrating 20, 25 and 30 years of service at the library.

- Mr. Driskell shared a winning weekend as the library participated in the Lion’s Club Chili Cook Off and took away the award for Best Veggie Chili as well as a second entry which won Best Overall. The library also participated in the Arlington Heights Historical Society Trivia Night and placed second.

- Mr. Driskell offered trustees the option of participating in pronoun usage with an updated standardized email signature and including a preferred pronoun on their name badge if desired.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Borrell seconded. All were in favor and the meeting was adjourned at 8:06 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder