

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

03.23.01 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, March 21, 2023, at 7:00 p.m. by Vice President Carole Medal.

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

Absent: Trustees Ruhl and Zyck

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Diane Marshbank Murphy, Digital Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Chris Krueger, Makerspace Branch Assistant Manager; Nikki Camp, Programs and Exhibits Coordinator; Kate Henry, Makerplace Specialist; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

03.23.03 Vice President Carole Medal led the **PLEDGE OF ALLEGIANCE**.

03.23.04 There was no **PUBLIC COMMENT**.

03.23.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported there was no report from the Friends.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** - Mr. Driskell reported the Arlington Heights Memorial Library Foundation’s Scholarship for the Trades application deadline has been extended to April 15; the Development Committee continues to meet to create the next “Foundation Foodstuffs” fundraiser to be held in May; and the Foundation’s page on the library’s website is being updated.

03.23.06 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 21, 2023 (Action Item 1)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

03.23.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 6, 2023 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

03.23.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2023 (Item 3)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$76,975.10 for the month of February. The library received \$37,697.39 in interest income in February. With 17% of the fiscal year lapsed, 18% of the unaudited annual operating budget has been expensed. In the early part of the year, contractual service expenses for annual renewals are typically higher than the rest of year, yielding expense percentages greater than the lapsed annual percentage. Commodity expenses also trend higher at the beginning of the year as annual electronic resources are paid.

03.23.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2023 (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 FEBRUARY 28, 2023, IN THE AMOUNT OF \$1,108,976.11.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary and Supplitt. Nay: none. The motion carried.

03.23.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the March 2023 Director’s Report.

Digital Services Manager Diane Marshbank Murphy presented an update on service and strategy at the library’s makerspace.

03.23.11 **OLD BUSINESS**

-AWARDING OF CHILLER/COOLING TOWER REPLACEMENT PROJECT (Action Item 5) – On March 1, a public bid was held for the chiller/cooling tower replacement project, and the vetting of those bids has been completed. Staff recommend entering into a contract with the low responsible bidder, Dahme Mechanical, in the amount of \$549,440. Staff is also recommending a 5% contingency be added to the project in the amount of \$27,472 for unanticipated expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES ENTERING INTO A CONTRACT FOR THE CHILLER/COOLING TOWER REPLACEMENT PROJECT WITH DAHME MECHANICAL FOR AN AMOUNT NOT TO EXCEED \$549,440. THE PROJECT WILL ALSO INCLUDE A 5% CONTINGENCY, IN THE AMOUNT OF \$27,472.** Trustee Somary seconded.

Trustee Supplitt amended his motion **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES ENTERING INTO A CONTRACT FOR THE CHILLER/COOLING TOWER REPLACEMENT PROJECT WITH DAHME MECHANICAL FOR AN AMOUNT NOT TO EXCEED \$549,440. THE PROJECT WILL ALSO INCLUDE A 5% CONTINGENCY, IN THE AMOUNT OF \$27,472. FOR A TOTAL PROJECT COST OF \$576,912** Trustee Somary seconded. Upon

ROLL CALL, the following answered Aye: Trustees Borrell, Galla, Medal, Somary and Supplitt. Nay: none. The motion carried.

- **REVISIONS TO POLICY 7.014 PHOTOGRAPHS AND VIDEORECORDINGS (Action Item 6)** - The board considered adoption of proposed revisions to Policy 7.014 Photographs and Videorecordings to clarify rights and restrictions of recording in the library.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 7.014 PHOTOGRAPHS AND VIDEORECORDINGS.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary and Supplitt. Nay: none. The motion carried.

- **APPROVAL OF SPECIAL EVENT LATE OPENING (Action Item 7)** The board considered approval of a request for the late opening of the Makerplace on April 6 for a partnership program with School District 214

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES APPROVES DELAYING THE OPENING OF THE MAKERPLACE TO THE PUBLIC ON APRIL 6, 2023, TO 3:30 P.M. TO HOST THE SCHOOL DISTRICT 214 BAKE-OFF.** Trustee Galla seconded. All were in favor and the motion carried.

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

03.23.13 There were no **OTHER** items to be discussed.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT.** Trustee Somary seconded. All were in favor and the meeting was adjourned at 8:08 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder