

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 18, 2023.

04.23.01 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, April 18, 2023, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; Sarah Keister Armstrong, SKA + Associates, LLC; Kathy Supplitt, Resident; and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

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

04.23.04 There was no **PUBLIC COMMENT**.

Trustee Borrell moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEM 8 RESOLUTION HONORING THE SERVICE OF JOHN SUPPLITT BEFORE LIAISON REPORTS**. Trustee Galla seconded. All were in favor and the motion carried.

04.23.05 - **RESOLUTION HONORING THE SERVICE OF JOHN SUPPLITT (Action Item 8)** - The board recognized and honored the service of Trustee John Supplitt.

04.23.06 **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 there was no report from the Foundation.

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

04.23.08 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 3, 2023 (Action Item 2)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

04.23.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2023 (Item 3)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$3,744,319.77 for the month of March. The library received personal property replacement taxes (PPRT) in the amount of \$27,400.31. The library received \$30,545.53 in interest income in March. The Friends of the Library reimbursed the library \$9,515.16 this month. With 25% of the fiscal year lapsed, 25% of the unaudited annual operating budget has been expensed.

04.23.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 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 MARCH 31, 2023, IN THE AMOUNT OF \$1,246,834.12.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

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

04.23.12 **OLD BUSINESS**

–APPROVAL OF SPECIAL EVENT EXTENDED HOURS (Action Item 5) – The board approved a one-hour extension of the operating hours on August 18, 2023, to accommodate a Teen Film Fest “after-party” extending operating library hours until 10 p.m. for the event.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES EXTENDING SERVICE HOURS ON AUGUST 18, 2023, TO 10 P.M. FOR THE PURPOSE OF THE TEEN FILM FEST “AFTER-PARTY”.** Trustee Galla seconded. All were in favor and the motion carried.

- ADOPTION OF PROPOSED REVISIONS TO POLICY 5.001 HOURS OF SERVICE (Action Item 6) - The board adopted revisions to Policy 5.001 Hours of Service which include the addition of hours for all library branches and authority to change service hours for special events.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.001 HOURS OF SERVICE.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **STRATEGIC PLAN DRAFT (Item 7)** – Library staff and Sarah Armstrong Keister from the strategic planning firm SKA + Associates presented the first draft of the strategic plan for review and discussion.

04.23.13 **NEW BUSINESS**

- **RELEASE AND SETTLEMENT OF PERSONAL INJURY CLAIM (Action Item 9)** - The board approved release and settlement of a personal injury claim.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A SETTLEMENT OF MARLENE WIELGOS' PERSONAL INJURY CLAIM AND AUTHORIZES MIKE DRISKELL TO SIGN APPROPRIATE SETTLEMENT DOCUMENTS.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal, Somary, Supplitt and Zyck. Nay: none. The motion carried.

04.23.14 **OTHER**

- President Zyck remarked on the wonderful volunteer recognition event held that afternoon and thanked all the amazing library volunteers who serve the community.

- President Zyck congratulated the Hub on their Happy Birthday, Hub! ten-year anniversary celebration held last Friday.

- The board reviewed Policy 1.106 Board of Library Trustees Electronic Communications, specifically communications on social media.

- **2023 AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE AND EXHIBITION, JUNE 22-27** – The American Library Association Annual Conference and Exhibition will be held in Chicago, June 22-27.

- High school culinary students participated in the Second Annual Great District 214 Culinary Competition Bake-Off at the Makerplace. \$10,000 in scholarships to Harper College's Culinary Arts Programs were awarded to winning teams from Elk Grove High School.

- The Strategic Planning Committee will meet next week to continue its review of the plan draft.

- Reaching Across Illinois Library System (RAILS) has extended the nomination deadline for public library trustee seats for the RAILS board.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT.** Trustee Somary seconded. All were in favor and the meeting was adjourned at 8:14 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder