

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 16, 2023.

05.23.01 A regular meeting of the 2021-2023 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, May 16, 2023, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Borrell and Medal

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Cyndi Hamann, Collection Services Supervisor; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; Brian Repsher, Friends of the Library President; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Stacey Kelly, Resident; Geoffrey Somary, Resident; and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ALLOWS TRUSTEE JENNIFER BORRELL TO ATTEND THE MEETING ELECTRONICALLY DUE TO EMPLOYMENT PURPOSES.** Trustee Galla seconded. All were in favor and the motion carried.

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

05.23.04 **PUBLIC COMMENT** – Resident Melissa Cayer suggested ways to save energy in the library building. She also recommended trustees explore the federal department labor website to view the financial report for the library’s pension fund.

05.23.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 18, 2023 (Action Item 1).** Trustee Somary seconded. All were in favor and the minutes were approved as amended.

05.23.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE STRATEGIC PLANNING COMMITTEE OF APRIL 25, 2023 (Action Item 2).** Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

05.23.07 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 1, 2023 (Action Item 3).** Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

- 05.23.08 - **APPROVAL OF ARLINGTON HEIGHTS MEMORIAL LIBRARY 2023-2026 STRATEGIC PLAN (Action Item 4)** - The board adopted the library's 2023-2026 strategic plan.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE ARLINGTON HEIGHTS MEMORIAL LIBRARY 2023-2026 STRATEGIC PLAN.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

President Zyck thanked Trustee Supplitt for his service as trustee on the Board of Library Trustees and wished him all the best.

- 05.23.09 **OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES** – President Zyck administered the oath of office to Stacey A. Kelly and Amy (Anne) Somary. President Zyck explained that due to employment purposes, Jennifer Borrell was sworn into office on Monday, May 15, 2023.

- 05.23.10 Trustee Supplitt moved **ADJOURNMENT OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES.** Trustee Galla seconded. All were in favor and the 2021-2023 board was adjourned at 7:09 p.m.

The 2023-2025 Board of Library Trustees **CONVENED** at 7:10 p.m.

- 05.23.11 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Kelly, Ruhl, Somary and Zyck.

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Cyndi Hamann, Collection Services Supervisor; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; Brian Repsher, Friends of the Library President; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Geoffrey Somary, Resident; and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

- 05.23.12 **ELECTION OF OFFICERS** – Trustee Borrell moved **TRUSTEE SARAH GALLA BE ELECTED AS TREASURER OF THE 2023-2025 BOARD OF LIBRARY TRUSTEES.** Trustee Somary seconded. No other nominations were forthcoming. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Kelly, Ruhl, Somary and Zyck. Nay: none. Abstain: Trustee Galla. The motion carried.

Trustee Galla moved **TRUSTEE ANDI RUHL BE ELECTED AS VICE PRESIDENT/SECRETARY OF THE 2023-2025 BOARD OF LIBRARY TRUSTEES.** Trustee Somary seconded. No other nominations were forthcoming. Upon

ROLL CALL, the following answered Aye: Trustees Borrell, Galla, Kelly, Somary and Zyck. Nay: none. Abstain: Trustee Ruhl. The motion carried.

Trustee Ruhl moved **TRUSTEE AMY SOMARY BE ELECTED AS PRESIDENT OF THE 2023-2025 BOARD OF LIBRARY TRUSTEES.** Trustee Galla seconded. No other nominations were forthcoming. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl and Zyck. Nay: none. Abstain: Trustee Somary. The motion carried.

President Somary then assumed office and presided over the remainder of the meeting.

05.23.13 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher reported the Friends of the Library had their best sale ever with a profit of \$32,000 at their April sale; 47% of sales were credit card transactions. The Friends will be having a Kid’s Market Sale in the underground parking lot on Saturday, June 10. Their next big sale is scheduled for August 5-6. New Friends tote bags will be available soon. Friends are exploring grants focused on English as a Second Language and literacy programs. Brian will be presenting a Friends/Foundation session at the library’s staff development day on May 19.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** - Lauree Harp reported the Arlington Heights Memorial Library Foundation is pleased to have a new marketing director; they are continuing their conversation with a major donor for a pilot project; they have committed \$16,000 for a play stand and baby garden for the upcoming Kids’ World renovation project; they held their second fundraiser in the Makerplace kitchen; they’ve received confirmation of acceptance from the second winner of the Scholarship for the Trades; and Lauree will be presenting a Friends/Foundation session at the library’s staff development day on May 19.

05.23.14 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2023 (Item 5)** – Michael Driskell reported the library’s real estate tax revenue totaled \$3,971,011.34 for the month of April. The library received personal property replacement taxes (PPRT) in the amount of \$43,531.09. The library received \$41,874.37 in interest income in April. With 33% of the fiscal year lapsed, 32% of the unaudited annual operating budget has been expensed.

05.23.15 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2023 (Action Item 6)** – Mr. Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF APRIL 30, 2023, IN THE AMOUNT OF \$1,120,640.82.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl, Zyck and Somary. Nay: none. The motion carried.

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

Staff presented the library's 2022 Annual Report.

05.23.17 **OLD BUSINESS**

- **ADOPTION OF PROPOSED REVISIONS TO POLICY 3.001 MATERIALS SELECTION (Action Item 7)** - The board adopted revisions to Policy 3.001 Materials Selection which contains guidelines for selection, maintenance and organization of items in the collection and the process by which residents may challenge an item.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 3.001 MATERIALS SELECTION.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- **ADOPTION OF PROPOSED REVISIONS TO HUMAN RESOURCE POLICY BEREAVEMENT LEAVE (Action Item 8)** - The board adopted revisions to human resource policy Bereavement Leave to clarify alignment with the Illinois Family Bereavement Leave Act (820 ILCS 154).

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO HUMAN RESOURCE POLICY BEREAVEMENT LEAVE.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- **ADOPTION OF PROPOSED REVISIONS TO HUMAN RESOURCE POLICY WHISTLEBLOWER COMPLIANCE AND PROTECTION (Action Item 9)** - The board adopted revisions to human resource policy Whistleblower Compliance and Protection to comply with the Public Officers Prohibited Activities Act (50 ILCS 105/4.1).

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO HUMAN RESOURCE POLICY WHISTLEBLOWER COMPLIANCE AND PROTECTION.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl, Zyck and Somary. Nay: none. The motion carried.

05.23.18 **NEW BUSINESS**

- **2022 BUDGET VARIANCE REPORT (Item 10)** - The board reviewed the final 2022 actual results and discussed variances from the 2022 budget.

05.23.19 **OTHER**

- Mr. Driskell reported conversations are moving forward with a potential donor for a locker system.
- Mr. Driskell reported the library received an Illinois Capital Improvement Grant in the amount of \$100,000 for infrastructure improvements, specifically HVAC replacement, at the Makerplace.
- Mr. Driskell thanked Trustee Zyck for his leadership and mentorship over the last four years as board president.
- Trustee Zyck thanked staff celebrating work anniversaries; Mike Klean for 15 years of service and Charlie Crane and Andrea Naughton for their five years of service.
- President Somary thanked the board for the opportunity to service as president. Reminder that staff development day is Friday, May 19, trustees are welcome to attend.

There being no further business to discuss, Trustee Kelly moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:22 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder