

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 20, 2023.**

06.23.01 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, June 20, 2023, at 7:00 p.m. by President Amy Somary.

06.23.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Kelly, Medal, Ruhl and Somary.

Absent: Trustee Zyck

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Jolie Duncan, Info Services Manager; Pam Schwarting, Info Services Senior Supervisor; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; and Brooke Irving, Shales McNutt Construction. Mary Hastings, Director of Communications and Marketing; Andy Dogan, Williams Architects; and Martha Trotter, Sikich participated in the meeting via Zoom.

06.23.03 President Somary led the **PLEDGE OF ALLEGIANCE**.

06.23.04 There was no **PUBLIC COMMENT**.

06.23.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported there was no report from the Friends as they are on a summer hiatus until September.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** - Mr. Driskell reported there was no report from the Foundation.

06.23.06 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 16, 2023 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

06.23.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 5, 2023 (Action Item 2)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

06.23.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2023 (Item 3)** – Mr. Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$70,628.49. The library was awarded \$114,572.10 for the 2023 Illinois Public Library Per Capita grant. The library received \$46,149.06 in interest income in May. The Friends of the Library reimbursed the library \$8,996.21 this month.

With 42% of the fiscal year lapsed, 39% of the unaudited annual operating budget has been expensed and 11% of the total annual capital budget has been expensed.

- 06.23.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2023 (Action Item 4)** – 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 MAY 31, 2023, IN THE AMOUNT OF \$1,139,921.35.**

Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl and Somary. Nay: none. The motion carried.

- 06.23.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the June 2023 Director’s Report.

- **FOCUS ON INFO SERVICES** – Info Services Manager Jolie Duncan and Info Services Senior Supervisor Pam Schwarting provided a general overview of the department.

- 06.23.11 **OLD BUSINESS**

– **DECISION ON CUSTOMER’S APPEAL OF SUSPENSION (Action Item 5)** – In response to a hearing that took place at the June 5 Committee of the Whole meeting, the board decided on the appeal of a one-year suspension.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS THE ONE-YEAR SUSPENSION ISSUED MAY 11, 2023 AND ENDING MAY 10, 2024.**

Trustee Borrell seconded.

After discussion, Trustee Galla amended her motion to move **THE BOARD OF LIBRARY TRUSTEES AFFIRMS THE ONE-YEAR SUSPENSION ISSUED MAY 11, 2023 AND ENDING MAY 10, 2024, SUBJECT TO A MEETING WITH THE EXECUTIVE DIRECTOR AND SECURITY MANAGER PRIOR TO THE LIFTING OF THE SUSPENSION.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl and Somary. Nay: none. The motion carried.

- **AWARDING OF KIDS’ WORLD RENOVATION PROJECT BIDS (Action Item 6)** – President Somary invited Brooke Irving, from Shales McNutt Construction, to join the table. On June 8, a public bid opening was held and the vetting of the six bid packages has been completed. The board reviewed recommendations and accepted the bids.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BASE BID RESULTS PLUS ALTERNATE #1 AND #2 FOR A TOTAL PROJECT AMOUNT OF \$695,229, PLUS A CONTINGENCY AMOUNT OF \$4,024, FOR A**

**TOTAL NOT TO EXCEED \$699,253 FOR THE UPDATING OF THE KIDS' WORLD DEPARTMENT.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl and Somary. Nay: none. The motion carried.

**- APPROVAL OF PROPOSED REVISIONS TO HUMAN RESOURCE POLICY EMERGENCY CLOSINGS (Action Item 7)** – The board adopted revisions to human resource policy Emergency Closings to expand the example of emergencies outlined in the policy and to give the executive director authority to determine how special project hours are paid during an emergency.

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

**- REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 8)** – President Somary invited Finance Manager Traci Sara to join the table. Martha Trotter, with Sikich, LLP, reported the opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2022.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2022.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl and Somary. Nay: none. The motion carried.

**- ADOPTION OF 2024 BUDGET TARGETS (Action Item 9)** – The board reviewed and adopted the 2024 Budget Targets with updated information to be included as it becomes available.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2024 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl and Somary. Nay: none. The motion carried.

**- REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 10)** – Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-0166 and approves the nonresident card fee for the upcoming year.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-0166 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA**

**METHOD, AT \$474 EFFECTIVE JULY 1, 2023, THROUGH JUNE 30, 2024.**

Trustee Medal seconded. All were in favor and the motion carried.

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

06.23.13 **OTHER**

- President Somary shared that she and Trustees Borrell and Medal would be attending the American Library Association Annual Conference and Exhibition in Chicago.

- President Somary shared she attended the library program *Wider Lens: A Secret Love* facilitated by Debbie Smart.

- Trustee Borrell shared a customer comment she received regarding the condition of copies of classics in the library's collection.

- Trustee Ruhl asked that Makerplace hours be reevaluated to possibly offer hours for public use on Fridays.

- Trustee Galla shared that she attended the C.I.T.Y. (Children In Therapy and You) of Support graduation and how appreciative families are of the unique accessibility support collection the library offers.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Borrell seconded. All were in favor and the meeting was adjourned at 8:20 p.m.

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Andi Ruhl, Vice President/Secretary

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Janet Moravec, Recorder