

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

07.23.01 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, July 18, 2023, at 7:00 p.m. by President Amy Somary.

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

Absent: None

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Gary Leclair, Facilities Manager; Chris Smith, Digital Media Specialist; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; and Melissa Cayer, Resident. Mary Hastings, Director of Communications and Marketing; and Rich Dworiany, Information Technology Manager; participated in the meeting via Zoom.

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

07.23.04 **PUBLIC COMMENT** – Melissa Cayer commented the park district, District 25 and many Village Commission meetings are held on Tuesdays.

07.23.05 **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.

07.23.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 20, 2023 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

07.23.07 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 2)** – The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursements to President Somary and Trustee Borrell for travel expenses incurred during the 2023 American Library Association Annual Conference and Exhibition in Chicago were presented.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO TRUSTEE BORRELL FOR TRAVEL EXPENSES IN THE AMOUNT OF \$23.00 AND TO PRESIDENT SOMARY FOR TRAVEL**

**EXPENSES IN THE AMOUNT OF \$183.72.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Kelly, Medal, Ruhl and Zyck. Nay: none. Abstain: Trustees Borrell and Somary. The motion carried.

07.23.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2023 (Item 3)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$91,131.78 for the month of June. The library received \$39,916.28 in interest income in June. With 50% of the fiscal year lapsed, 48% of the unaudited annual operating budget has been expensed and 12% of the total annual capital budget has been expensed.

07.23.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 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 JUNE 30, 2023, IN THE AMOUNT OF \$1,473,945.25.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

07.23.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the July 2023 Director’s Report.

07.23.11 There was no **OLD BUSINESS** to be discussed.

07.23.12 **NEW BUSINESS**

- **AWARDING OF MAKERPLACE WINDOW REPLACEMENT PROJECT (Action Item 5)** – President Somary invited Facilities Manager Gary Leclair to join the table. On July 7, a public bid opening was held to replace windows at the Makerplace. The board reviewed staff’s recommendation and awarded the bid to the lowest qualified bidder, McCann Window and Door.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BID FOR THE MAKERPLACE WINDOW REPLACEMENT PROJECT FROM MCCANN WINDOW AND DOOR IN THE AMOUNT OF \$23,900 AND APPROVES THE ALTERNATE SEVEN WINDOWS FOR THE KITCHEN AND FLEX 2 IN THE AMOUNT OF \$25,900, PENDING REVIEW OF THE CONTRACT BY OUR ATTORNEY.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- **AWARDING OF HENDRICKSON ROOM AV EQUIPMENT INSTALLATION PROJECT (Action Item 6)** – Information Technology Manager Rich Dworinyan reported a public bid opening was held on July 5 for the Hendrickson Room AV equipment installation project and staff recommend the board award the project to AVI Systems.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BASE BID FOR THE HENDRICKSON MEETING ROOM AV EQUIPMENT INSTALLATION PROJECT FROM AVI SYSTEMS IN THE AMOUNT OF \$91,839 AND APPROVES THE OPTIONAL EQUIPMENT PACKAGE IN THE AMOUNT OF \$26,071, CONTINGENT UPON APPROVAL OF SUPPORT FROM THE FRIENDS OF THE LIBRARY.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

07.23.13 **OTHER**

- Trustee Ruhl remarked on the fabulous FanCon 2023 event. She commented that there was a lot of interest in the Dungeons & Dragons sessions and the library may want to look into offering more D&D programming throughout the year.

- President Somary shared highlights from the American Library Association Annual Conference and Exhibition in Chicago.

- Trustee Zyck shared an excerpt from President Obama's open letter extending support to American librarians. *"Nobody understands that more than you, our nation's librarians. In a very real sense, you're on the front lines—fighting every day to make the widest possible range of viewpoints, opinions, and ideas available to everyone. Your dedication and professional expertise allow us to freely read and consider information and ideas, and decide for ourselves which ones we agree with."* Trustee Zyck acknowledged and thanked all librarians for the hard work they do.

07.23.14 Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Galla seconded. All were in favor and the board went into closed session at 8:15 p.m.

The board returned to open session at 8:38 p.m.

Trustee Zyck moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM JULY 21, 2021; SEPTEMBER 13, 2021; NOVEMBER 1, 2021; NOVEMBER 16, 2021 AND JANUARY 18, 2022 AND TO RESEAL THE CLOSED SESSION WRITTEN MINUTES AND AUDIO RECORDING FROM OCTOBER 19, 2021.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 18, 2023.** Trustee Borrell seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT**. Trustee Galla seconded. All were in favor and the meeting was adjourned at 8:41 p.m.

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Andi Ruhl, Vice President/Secretary

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Janet Moravec, Recorder