

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

- 03.23.01 A meeting of the Committee of the Whole 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 Monday, March 6, 2023, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Somary

Also present: Michael Driskell, Executive Director; Gary Leclair, Facilities Manager; Trixie Dantis, Youth Services Manager; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; John Shales, Shales McNutt Construction; Carrie Kotera, Williams Architects; Keith Christian, 20/10 Engineering Group; Stacey Kelly, Resident and Patricia Canessa, Resident. Dana Revilla, Deputy Director and Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

- 03.23.02 President Zyck led the **PLEDGE OF ALLEGIANCE**.
- 03.23.03 **PUBLIC COMMENT** – Resident Patricia Canessa commented on the representation of material focused on the basic elements of science in the library’s collection.
- 03.23.04 **KIDS’ WORLD REFRESH PROJECT UPDATE (Item 1)** – President Zyck invited John Shales and Carrie Kotera to join the table. Staff and representatives from Shales McNutt Construction and Williams Architects provided an update on the Kids’ World budget, including estimated expenditure projections based on engineered drawings and scope of work.
- 03.23.05 **CHILLER/COOLING TOWER REPLACEMENT PROJECT BID RESULTS (Item 2)** - President Zyck invited Gary Leclair and Keith Christian to join the table. 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 recommending a 5% contingency be added to the project in the amount of \$27,472 for unanticipated expenditures. Of note, with the lead time for equipment tending to run longer than estimated, there is a possibility chillers may not arrive by the end of the year, carrying the project into early 2024.

- 03.23.06 **REVISIONS TO POLICY 3.001 MATERIAL SELECTION (Item 3)** – Policy 3.001 Material Selection contains guidelines for selection, maintenance and organization of items in the collection and the process by which residents may challenge an item. The committee will review and discuss possible revisions to the policy at a future meeting.
- 03.23.07 **REVISIONS TO POLICY 5.001 HOURS OF SERVICE (Item 4)** – The committee reviewed and discussed proposed revisions to Policy 5.001 Hours of Service, including hours of service for library branches and authority to change service hours for special events.
- 03.23.08 **REVISIONS TO POLICY 7.014 PHOTOGRAPHS AND VIDEORECORDINGS (Item 5)** - The committee reviewed and discussed proposed revisions to Policy 7.014 Photographs and Videorecordings to clarify rights and restrictions of recording in the library.
- 03.23.09 **SPECIAL EVENT LATE OPEN REQUEST (Item 6)** – The committee reviewed a request for the late opening of the Makerplace on April 6 for a partnership program with School District 214.
- 03.23.10 **OTHER**
- President Zyck inquired if current hours of board meetings were still convenient for trustees.
  - Mr. Driskell introduced new Administrative Assistant Teresa Katsogianos.

There being no further business to be discussed, Trustee Supplitt moved **ADJOURNMENT.** Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:00 p.m.

---

Janet Moravec, Recorder