

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

05.23.01 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, May 1, 2023, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustees Borrell, Ruhl and Somary

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Lisa Haack, Human Resources Manager; Lisa Bobis, Collection Services Manager; Cyndi Hamann, Collection Services Supervisor; Catalina Shin, Community Engagement Liaison; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; Martha Trotter, Sikich, LLP; Sarah Keister Armstrong, SKA + Associates, LLC; and Stacey Kelly, Resident. Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

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

05.23.03 There was no **PUBLIC COMMENT**

Trustee Borrell joined the meeting at 7:02 p.m. and Trustee Ruhl joined the meeting at 7:09 p.m.

05.23.04 **REVIEW OF ANNUAL FINANCIAL REPORT (Item 1)** – President Zyck invited Martha Trotter from Sikich to join the table. The committee reviewed the auditor’s state of Auditing Standards letter, the auditor’s letter of management and the annual financial report for the year ended December 31, 2022.

05.23.05 **STRATEGIC PLAN (Item 2)** – President Zyck invited Sarah Keister Armstrong from SKA + Associates to join the table. Ms. Keister presented the committee with the final draft of the strategic plan for review and discussion.

05.23.06 **REVISIONS TO POLICY 3.001 MATERIALS SELECTION (Item 3)** – President Zyck invited Collection Services Manager Lisa Bobis to join the table. The committee continued review and discussion of proposed revisions to Policy 3.001 Materials Selection that contains guidelines for selection, maintenance and organization of items

in the collection and the process by which residents may request reconsideration of an item.

- 05.23.07 **REVISIONS TO HUMAN RESOURCE POLICIES (Item 4)** – The committee reviewed and discussed proposed minor revisions to multiple human resource policies.
- 05.23.08 **REVISIONS TO HUMAN RESOURCE POLICY BEREAVEMENT LEAVE (Item 5)** – President Zyck invited Human Resources Manager Lisa Haack to join the table. The committee reviewed and discussed proposed revisions to human resource policy Bereavement Leave to clarify alignment with the Illinois Family Bereavement Leave Act (820 ILCS 154).
- 05.23.09 **REVISIONS TO HUMAN RESOURCE POLICY WHISTLEBLOWER COMPLIANCE AND PROTECTION (Item 6)** – The committee reviewed and discussed proposed revisions to human resource policy Whistleblower Compliance and Protection to comply with the Public Officers Prohibited Activities Act (50 ILCS 105/4.1).
- 05.23.10 There were no **OTHER** items to be discussed.

There being no further business to be discussed, Trustee Supplitt moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:44 p.m.

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Janet Moravec, Recorder