

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

06.23.01 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, June 5, 2023, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustees Medal

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager, Teresa Katsogianos Administrative Assistant; Janet Moravec, Executive Administrative Assistant and Dennis O’Meara, Resident. Lisa Haack, Human Resources Manager and Gary Leclair, Facilities Manager participated in the meeting via Zoom.

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

06.23.03 There was no **PUBLIC COMMENT**

06.23.04 **CUSTOMER APPEAL OF SUSPENSION (Item 1)** – President Somary provided customer Dennis O’Meara an opportunity to present an appeal of the one-year suspension from the library for violation of the Code of Conduct policy. The appeal will be considered and voted on by the Board of Library Trustees at the June 20, 2023, Board Meeting.

06.23.05 **MAKERPLACE WINDOW REPLACEMENT PROJECT (Item 2)** – Gary Leclair, Facilities Manager provided information on the project to replace windows at the Makerplace including the scope of the project, the bidding process and a possible timeline for construction schedule.

06.23.06 **REVISIONS TO HUMAN RESOURCE POLICY EMERGENCY CLOSINGS (Item 3)** – Lisa Haack, Human Resource Manager presented the proposed revisions to Human Resource Policy - Emergency Closings for the committee to review.

06.23.07 **REVISIONS TO HUMAN RESOURCE POLICY RETIREMENT AWARD (Item 4)** – The committee reviewed and discussed proposed minor revisions to Human Resource Policy – Retirement Award.

- 06.23.08 **REVISIONS TO HUMAN RESOURCE POLICY TUITION REIMBURSEMENT (Item 5)** –The committee reviewed and discussed proposed revisions to Human Resource Policy – Tuition Reimbursement.
- 06.23.09 **KIDS’ WORLD REFRESH PROJECT UPDATE (Item 6)** – Michael Driskell provided an update on the Kids’ World refresh project. The update included the status of the bid process and expected timeline of construction. Williams Architects provided a memo outlining an explanation of the base bid and the alternate bid items included for the project.
- 06.23.10 **2024 BUDGET TIMETABLE (Item 7)** – President Somary invited Traci Sara, Finance Manager to join the table. The committee reviewed and discussed the timetable for the budget preparations for 2024.
- 06.23.11 **2024 BUDGET TARGETS (Item 8)** – Ms. Sara presented a review of the targets used in the development of the 2024 budget.
- 06.23.12 **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND NONRESIDENT CARD FEE (Item 9)** – The committee reviewed its commitment to continue to offer a nonresident fee card option under Public Act 92-0166 and reviewed the nonresident card fee for the upcoming year.
- 06.23.13 **OTHER**
- President Somary commended the success of the Staff Day on May 19, 2023.
 - President Somary remarked on the Memorial Day Parade and impactful ceremony at Memorial Park following the parade.
- 06.23.14 Trustee Ruhl moved **THE COMMITTEE OF THE WHOLE ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO REVIEW EXECUTIVE DIRECTOR’S PERFORMANCE GOALS AND (11) TO DISCUSS POTENTIAL LITIGATION.** Trustee Borrell seconded. All were in favor and the committee went into closed session at 8:34 p.m.

The committee returned to open session at 9:44 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 5, 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 be discussed, Trustee Ruhl moved **ADJOURNMENT**. Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:46 p.m.

Janet Moravec, Recorder