

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, AUGUST 15, 2023.**

- 08.23.01 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, August 15, 2023, at 7:00 p.m. by President Amy Somary.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ALLOWS TRUSTEE GREG ZYCK TO ATTEND THE MEETING ELECTRONICALLY DUE TO PERSONAL ILLNESS.** Trustee Medal seconded. All were in favor and the motion carried.

- 08.23.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Kelly, Medal, Ruhl and Somary. Trustee Zyck participated in the meeting via Zoom due to personal illness.

Absent: Trustee Galla

Also present: Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Rich Dworiansyn, Information Technology Manager; Sherri Tader, Info Services Advisor; Neal Parker, Programs and Exhibits Specialist; Catalina Shin, Community Engagement Liaison; Teresa Katsogianos, Administrative Assistant; and Janet Moravec, Executive Administrative Assistant. Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

- 08.23.03 President Somary led the **PLEDGE OF ALLEGIANCE**.

President Somary acknowledged the absence of Executive Director Michael Driskell due to the death of his father Edward Driskell and passed along the board's thoughts and prayers to Mike and the Driskell family.

- 08.23.04 There was no **PUBLIC COMMENT**.

- 08.23.05 **LIAISON REPORTS**

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

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Revilla reported there was no report from the Foundation.

- 08.23.06 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 18, 2023 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.



08.23.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2023 (Item 2)** – President Somary welcomed Deputy Director Dana Revilla who was reporting in Mr. Driskell’s absence. Ms. Revilla reported the library received personal property replacement taxes (PPRT) in the amount of \$57,100. The library received \$30,200.76 in interest income in July. With 58% of the fiscal year lapsed, 51% of the unaudited annual operating budget has been expensed and 12% of the total annual capital budget has been expensed.

08.23.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2023 (Action Item 3)** – Ms. Revilla provided information in response to trustees’ questions regarding individual expenditures.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF JULY 31, 2023, IN THE AMOUNT OF \$1,126,684.15.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

08.23.09 **EXECUTIVE DIRECTOR’S REPORT** – Ms. Revilla highlighted the August 2023 Director’s Report.

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

08.23.11 **NEW BUSINESS**

- **STAFF PRESENTATION OF 2023 ONE BOOK, ONE VILLAGE PROMOTIONAL PLAN AND RELATED PROGRAMMING (Item 4)** – Info Services Advisor Sherri Tader, Programs and Exhibits Specialist Neal Parker and Community Engagement Liaison Catalina Shin gave a presentation on the 2023 One Book, One Village selection of *The Two Lives of Sara* by Catherine Adel West.

- **AWARDING OF SECURITY DOOR ACCESS SYSTEM INSTALLATION PROJECT (Action Item 5)** – Information Technology Manager Rich Dworinyan reported that on August 1, a public bid opening was held to replace the door access security system. The board reviewed staff’s recommendation and awarded the bid to the lowest responsible bidder, Video and Sound Services, Inc.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BID FOR THE DOOR ACCESS SYSTEM REPLACEMENT PROJECT FROM VIDEO AND SOUND SERVICES, INC IN THE AMOUNT OF \$31,555, PENDING REVIEW OF THE CONTRACT BY OUR ATTORNEY.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.



- **APPROVAL OF 2024 LIBRARY HOLIDAY DATES AND CLOSINGS SCHEDULE (Action Item 6)** – The board reviewed and approved a schedule of proposed library dates and closings for 2024.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2024 LIBRARY HOLIDAY DATES AND CLOSINGS SCHEDULE.** Trustee Kelly seconded. All were in favor and the motion carried.

- **APPROVAL OF 2024 BOARD MEETING SCHEDULE (Action Item 7)** – The board reviewed and approved a schedule of proposed dates for the 2024 board and Committee of the Whole meetings.

Trustee Kelly moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2024 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS WITH THE DELETION OF THE JANUARY AND JULY COMMITTEE OF THE WHOLE MEETINGS AND MOVING THE SEPTEMBER COMMITTEE OF THE WHOLE MEETING TO SEPTEMBER 9.** Trustee Borrell seconded. All were in favor and the motion carried.

#### 08.23.12 **OTHER**

- **2023 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE OCTOBER 24-26, 2023** – The Illinois Library Association Annual Conference will be held at the Bank of Springfield Center in Springfield, IL October 24-26.

- The board congratulated Communication and Marketing Director Mary Hastings on her upcoming retirement and thanked her for her years of service to the library and the Arlington Heights community.

- The Makerplace will be celebrating its second anniversary with an open house on Sunday, September 17 from noon-3 p.m.

There being no further business to discuss, Trustee Meda moved **ADJOURNMENT.** Trustee Borrell seconded. All were in favor and the meeting was adjourned at 8:05 p.m.

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Andi Ruhl, Vice President/Secretary

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Janet Moravec, Recorder