

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, SEPTEMBER 19, 2023.

09.23.01 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, September 19, 2023, at 7:00 p.m. by President Amy Somary.

09.23.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Kelly, Ruhl and Somary. Trustee Zyck participated in the meeting via Zoom due to employment related business.

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; April Harder, Interim Director of Communications and Marketing; Traci Sara, Finance Manager; Janet Moravec, Executive Administrative Assistant; Teresa Katsogianos, Administrative Assistant; Brian Repsher, Friends of the Library President, Dan Blum Resident; and Ann Blum, Resident.

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

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

09.23.04 **PUBLIC COMMENT** – President Somary read a comment submitted via email from Melissa Cayer requesting the purchase of audio options for eBooks. Resident Dan Blum commented on the library’s policy regarding circulation and the borrowing of library items.

09.23.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher, President of the Friends of the Library reported the Friends August book sale brought in \$26,000. The Friends generously approved funds for the Hendrickson Room audio visual equipment installation project including the optional equipment package. An increase in membership was reported with 67 new members for a total of 536 members.

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

09.23.06 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 15, 2023 (Action Item 1)**. Trustee Kelly seconded.

Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl, Zyck and Somary. Nay: none. The motion carried.

09.23.07 Trustee Kelly moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 5, 2023 (Action Item 2)**. Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl, Zyck and Somary. Nay: none. The motion carried.

09.23.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2023 (Item 3)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$97,380.63 for the month of August. The library received personal property replacement taxes (PPRT) in the amount of \$9,206.04. The library received \$32,233.54 in interest income in August. The library received a \$90,000 donation for a partial distribution of an estate trust in which the library was named as a beneficiary. With 67% of the fiscal year lapsed, 57% of the unaudited annual operating budget has been expensed and 14% of the total annual capital budget has been expensed.

09.23.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 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 AUGUST 31, 2023, IN THE AMOUNT OF \$1,246,751.82**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl, Zyck and Somary. Nay: none. The motion carried.

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

09.23.11 **OLD BUSINESS**

- ADOPTION OF REVISIONS TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 5) – The board adopted proposed revisions to Policy 1.101 Rules of the Board of Library Trustees to include recent changes to the Illinois Open Meetings Act to authorize a member of a public body to attend a meeting remotely if the absence is due to an unexpected childcare obligation.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- KIDS’ WORLD REFRESH PROJECT UPDATE (Item 6) – Mr. Driskell gave an update on the Kids’ World refresh project, including project progress and timeline.

09.23.12 There was no **NEW BUSINESS** to be discussed.

09.23.13 **OTHER**

- Mr. Driskell and President Somary celebrated staff's successful presentation of the 10th Annual One Book One Village selection to the Arlington Heights Village Board at their meeting on September 18, 2023.
- President Somary commended staff for the strong safety protocols that are in place.
- Mr. Driskell outlined the progress in the process toward hiring the Director of Communications and Marketing.
- President Somary discussed trustees attending a live virtual meeting on Monday, October 2, 2023, at 7 p.m. entitled *Book Challenges on the Rise: Support Your Freedom to Read*. The scheduled Committee of the Whole meeting would then begin at 8 p.m.
- Trustee Ruhl initiated a discussion focused on the continued consideration of extending or adjusting Makerplace hours.
- Trustees Ruhl and Borrell complimented staff on the phenomenal success of the Makerplace 2nd Anniversary celebration.

There being no further business to discuss, Trustee Ruhl moved **ADJOURNMENT**. Trustee Borrell seconded. All were in favor and the meeting was adjourned at 8:10 p.m.

Andi Ruhl, Vice President/Secretary

Teresa Katsogianos, Recorder