

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 17, 2023.**

10.23.01 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, October 17, 2023, at 7:00 p.m. by President Amy Somary.

10.23.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Kelly, Zyck and Somary.

Absent: Trustees Ruhl and 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; and Teresa Katsogianos, Administrative Assistant. Lisa Haack, Human Resources Manager participated in the meeting via Zoom.

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

10.23.04 There was no **PUBLIC COMMENT**.

10.23.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported there was no report from the Friends of the Library.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported that the Foundation intends to begin on an upcoming capital campaign with a goal of raising \$200,000 to aid with the purchase of a new bookmobile.

10.23.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 19, 2023 (Action Item 1)**. Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Zyck and Somary. Nay: none. The motion carried.

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

10.23.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2023 (Item 3)** – Mr. Driskell reported that the library received \$31,274.14 in interest income in September. The Friends of the Library reimbursed the library \$30,352.39 this month. With 75% of the fiscal year lapsed, 69% of the unaudited

annual operating budget has been expensed and 18% of the total annual capital budget has been expensed.

- 10.23.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 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 SEPTEMBER 30, 2023, IN THE AMOUNT OF \$1,288,574.88.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Zyck and Somary. Nay: none. The motion carried.

- 10.23.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the October 2023 Director’s Report.

Trustee Medal joined the meeting at 7:14 p.m.

- 10.23.11 **OLD BUSINESS**

- **ADOPTION OF 2023 TAX LEVY (Action Item 5)** – President Somary invited Finance Manager Traci Sara to join the table. The board considered an adoption of the proposed 2023 tax levy reflecting a 0% increase over the 2022 levy in the amount of \$14,828,000.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2023 TAX LEVY IN THE AMOUNT OF \$14,828,000.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Zyck and Somary. Nay: none. The motion carried.

- **ADOPTION OF 2024 BUDGET (Action Item 6)** – The board considered the adoption of the proposed 2024 budget.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2024 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET WITH DISCUSSED CHANGES TO THE NARRATIVE.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Zyck and Somary. Nay: none. The motion carried.

- **ADOPTION OF PROPOSED REVISIONS TO HUMAN RESOURCE POLICY ALCOHOL AND DRUG USE (Action Item 7)** – The board considered the adoption of the proposed revisions to human resource policy Alcohol and Drug Use

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO HUMAN RESOURCE POLICY ALCOHOL AND DRUG USE.**

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

**- ADOPTION OF PROPOSED REVISIONS TO HUMAN RESOURCE POLICY PROGRESSIVE DISCIPLINE (Action Item 8)** – The board considered the adoption of the proposed revisions to human resource policy Progressive Discipline

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

**- KIDS' WORLD REFRESH PROJECT UPDATE (Item 9)** – Mr. Driskell gave an update on the Kids' World refresh project, including project progress and timeline.

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

10.23.13 **OTHER**

- Mr. Driskell outlined the progress in the process toward hiring the Director of Communications and Marketing.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 8:08 p.m.

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Andi Ruhl, Vice President/Secretary

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Teresa Katsogianos, Recorder