

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 21, 2023.

11.23.01 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, November 21, 2023, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Janet Moravec, Executive Administrative Assistant; and Teresa Katsogianos, Administrative Assistant. Brian Repsher, Friends of the Library President; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Brooke Irving, Shales McNutt Construction; Sydney Galla, Resident and Melissa Cayer, Resident.

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

11.23.04 There was no **PUBLIC COMMENT**.

11.23.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher from the Friends of the Library reported that the recent fall sale generated \$25,000. Friends is currently preparing for a Holiday Sale and membership numbers are continuing to rise.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp shared that the Foundations first Impact Report was released. The Foundation also sent out its annual appeal initiating a two-year capital campaign with a goal of raising \$200,000 to aid with the purchase of a new bookmobile.

11.23.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 17, 2023 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

11.23.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF THE LIBRARY TRUSTEES OF OCTOBER 28, 2023 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

11.23.08 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 6, 2023 (Action Item 3)**. Trustee Kelly seconded. All were in favor and the minutes were approved as submitted.

11.23.09 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 4)** – The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursements to President Somary for the registration cost to attend the Illinois Library Association 2023 Legislative Meetup were presented.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO PRESIDENT SOMARY FOR REGISTRATION TO ATTEND THE ILLINOIS LIBRARY ASSOCIATION 2023 LEGISLATIVE MEETUP IN THE AMOUNT OF \$45.00**. Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal and Zyck. Nay: none. Abstain: Trustee Somary. The motion carried.

11.23.10 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2023 (Item 5)** – Michael Driskell reported that the library received personal property replacement taxes (PPRT) in the amount of \$47,327.95. The library received \$29,511.67 in interest income in October. The Friends of the Library reimbursed the library \$15,302.05 this month. With 83% of the fiscal year lapsed, 76% of the unaudited annual operating budget has been expensed and 31% of the total annual capital budget has been expensed.

11.23.11 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2023 (Action Item 6)** – 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 OCTOBER 31, 2023, IN THE AMOUNT OF \$1,967,401.27**. Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Zyck and Somary. Nay: none. The motion carried.

11.23.12 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the November 2023 Director's Report.

11.23.13 **OLD BUSINESS**

- **ADOPTION OF NEW HUMAN RESCOUCE POLICY PAID LEAVE FOR ALL WORKERS (Action Item7)** – The board considered the adoption of the proposed new human resource policy Paid Leave For All Workers pursuant to Illinois' Paid Leave for All Workers Act.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS HUMAN RESOURCE POLICY - PAID LEAVE FOR ALL WORKERS, EFFECTIVE JANUARY 1, 2024.** 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 POLICY 3.001 MATERIALS SELECTION (Action Item 8)** – The board considered the adoption of the proposed revisions to Policy 3.001 Materials Selection to update language to include the adoption of the American Library Association Library Bill of Rights to fulfill legislation that will go into effect on January 1, 2024.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 3.001 MATERIALS SELECTION.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Zyck and Somary. Nay: none. The motion carried.

11.23.14 **NEW BUSINESS**

- **2024 INTERIOR RENOVATION PROJECT (Item 9)** – President Somary invited Andy Dogan and Natalie Clemens from Williams Architects and Brooke Irving from Shales McNutt Construction to the table to provide a first look at a proposed construction project for 2024.

11.23.15 **OTHER**

- President Somary thanked Information Services' Sue Sullivan for her service and wished her the very best in her retirement.

- Mr. Driskell invited the board to attend the upcoming final Dann and Raymond's Movie Club and Celebration event on Thursday December 14, 2023.

11.23.16 Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSIONS IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING EXECUTIVE DIRECTOR'S PERFORMANCE GOALS.** Trustee Kelly seconded. All were in favor and the board went into closed session at 8:19 p.m.

The board returned to open session at 8:51 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 6, 2023.** Trustee Medal seconded. All were in favor and the motion carried.

Trustee Borrell moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 21, 2023.** Trustee Zyck seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 8:53 p.m.

Andi Ruhl, Vice President/Secretary

Teresa Katsogianos, Recorder