

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

12.23.01 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, December 19, 2023, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustees Galla and Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Traci Sara, Finance Manager; Cyndi Hamann, Collections Supervisor; Sherri Tader, Info Services Advisor, Neal Parker, Programs and Exhibits Specialist; Catalina Shin, Community Engagement Liaison; William Tolan, Communications and Marketing Specialist; Janet Moravec, Executive Administrative Assistant; Teresa Katsogianos, Administrative Assistant; Tim Koclanis, Resident; Tyler Koclanis, Resident; Brian Hendrickx, Resident; and Logan Hendrickx, Resident.

Trustee Ruhl joined the meeting at 7:03 p.m.

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

12.23.04 There was no **PUBLIC COMMENT**.

12.23.05 **LIAISON REPORTS**

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

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

Trustee Zyck moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEM 6 ONE BOOK, ONE VILLAGE WRAP-UP**. Trustee Medal seconded. All were in favor and the motion carried.

12.23.06 **NEW BUSINESS**

- **ONE BOOK, ONE VILLAGE WRAP- UP (Item 6)** – Staff from the One Book, One Village Committee presented statistics and highlights from the library’s 2023 One Book, One Village program *The Two Lives of Sara*, by Catherine Adel West.

12.23.07 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 21, 2023 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

12.23.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2023 (Item 2)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$2,071,093.61 for the month of November. The library received \$24,877.37 in interest income in November. The Friends of the Library reimbursed the library \$74,687.71 this month. With 92% of the fiscal year lapsed, 83% of the unaudited annual operating budget has been expensed and 46% of the total annual capital budget has been expensed.

12.23.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2023 (Action Item 3)** – Mr. Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF NOVEMBER 30, 2023, IN THE AMOUNT OF \$1,946,677.53**. Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

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

Mr. Driskell introduced Sasha Vasilic as the library’s new Director of Marketing and Communications.

12.23.11 **OLD BUSINESS**

- **APPROVAL OF FY2024 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION (Action Item 4)** – The board considered the approval of the Illinois State Library FY2024 Public Library Per Capita and Equalization Aid Grant Application.

Trustee Kelly moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS STATE LIBRARY FY2024 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION**. Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Ruhl, Kelly, Medal, Zyck and Somary. Nay: none. The motion carried.

- **KID’S WORLD REFRESH PROJECT UPDATE (Item 5)** – Mr. Driskell provided a wrap up on the Kid’s World refresh project, including construction progress and budget.

12.23.12 **OTHER**

- President Somary updated the board with information that was learned at the Illinois Library Association 2023 Legislative Meet Up.
- Mr. Driskell updated the board that the new pickup lockers have been installed near the core entrance in the garage, the program will launch in January 2024.

12.23.13 Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSIONS IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF REVIEWING EXECUTIVE DIRECTOR'S PERFORMANCE GOALS**. Trustee Zyck seconded. All were in favor and the board went into closed session at 8:17 p.m.

The board returned to open session at 8:55 p.m.

President Somary commended Executive Director Mike Driskell for his strong leadership and thanked him for a successful year.

Trustee Kelly moved **THE BOARD OF LIBRARY TRUSTEES AWARDS EXECUTIVE DIRECTOR MIKE DRISKELL A 4% MERIT INCREASE EFFECTIVE JANUARY 1, 2024**. Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Kelly, Medal, Zyck, Ruhl and Somary. Nay: none. The motion carried.

Trustee Borrell moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 19, 2023**. Trustee Ruhl seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 9:02 p.m.

Andi Ruhl, Vice President/Secretary

Teresa Katsogianos, Recorder