

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 16, 2024.

01.24.01 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, January 16, 2024, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustees Medal and Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Shannon Meyer, Community and Circulation Services Manager; Catalina Shin, Community Engagement Liaison; Teresa Katsogianos, Administrative Assistant and Janet Moravec, Executive Administrative Assistant.

01.24.03 Amy Somary led the **PLEDGE OF ALLEGIANCE**.

01.24.04 There was no **PUBLIC COMMENT**.

01.24.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported the Friends of the Library had a banner year in 2023 with just over \$100,000 raised. The two main projects supported in 2023 were the audiovisual upgrade in the Hendrickson Room and additions to the Kids’ World refresh including the floor projection system and family workstation. Membership is at 596 members and a children’s book sale will be taking place February 2-4.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Arlington Heights Memorial Foundation continues to work with School District 214, the Arlington Heights Chamber of Commerce and the Village of Arlington Heights to promote their Scholarship for the Trades. The Foundation is hosting a “Just the Two of Us” fundraiser on January 19 at the Makerplace and is developing a fundraiser to celebrate International Women’s Day in March.

01.24.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 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 and the minutes were approved as submitted.

01.24.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2023 (Item 2)** – Mr. Driskell reported the library’s real estate tax

revenue totaled \$4,710,223.03 for the month of December. The library received personal property replacement taxes (PPRT) in the amount of \$14,688.27. The library received \$866.22 of cash in lieu of land from the Village of Arlington Heights in December. The library received \$39,589.40 in interest income in December. The Friends of the Library reimbursed the library \$22,213.38 in December. With 100% of the fiscal year lapsed, 88% of the unaudited annual operating budget has been expensed and 53% of the total annual capital budget has been expensed.

- 01.24.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2023 (Action Item 3)** – 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 DECEMBER 31, 2023, IN THE AMOUNT OF \$2,501,998.49.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Zyck and Somary. Nay: none. The motion carried.

- 01.24.09 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the January 2024 Director’s Report.

- **COMMUNITY ENGAGEMENT** - Community Engagement Liaison Catalina Shin presented on building relationships with the Spanish speaking audience in the area.

- 01.24.10 There was no **OLD BUSINESS** to be discussed.

- 01.24.11 **NEW BUSINESS**

- **AGREEMENT WITH WILLIAMS ARCHITECTS FOR 2024 REMODELING PROJECT (Action Item 4)** – Mr. Driskell reported the objectives of the 2024 Renovation Project including a remodel of the multi-user restrooms in Kids’ World, a remodel of the multi-user restrooms on the second floor, the creation of a new all-gender restroom on the second floor, selected remodeling of the garage level lobby and an alternate bid for replacement of floor and wall tile in existing staff bathrooms.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH WILLIAMS ARCHITECTS FOR THE 2024 RENOVATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$50,225 PLUS REIMBURSABLE EXPENSES.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Zyck and Somary. Nay: none. The motion carried.

- 01.24.12 **OTHER**

- Mr. Driskell shared the Kids’ World Celebration on January 8 saw around 600 visitors eager to explore the new space.

- President Somary shared the joint meeting with the Village Board scheduled for last Saturday was canceled due to the severe weather and will be rescheduled for February or March.

01.24.13 Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING EXECUTIVE DIRECTOR'S PERFORMANCE GOALS AND (21) REVIEWING CLOSED SESSION MINUTES.** Trustee Borrell seconded. All were in favor and the board went into closed session at 8:01 p.m.

The board returned to open session at 8:59 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 16, 2024.** Trustee Galla seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Zyck moved **TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS AND TO RELEASE THE CLOSED SESSION WRITTEN MINUTES FROM OCTOBER 19, 2021; FEBRUARY 7, 2022; FEBRUARY 15, 2022 AND APRIL 4, 2022.** Trustee Borrell seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Galla moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 9:01 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder