

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 20, 2024.

02.24.01 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, February 20, 2024, at 7:00 p.m. by President Amy Somary.

02.24.02 Upon **ROLL CALL**, the following answered Present: Trustees Galla, Kelly, Medal, Zyck and Somary. Trustee Borrell participated in the meeting via Zoom due to unexpected childcare obligations.

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Sasha Vasilic, Director of Communications and Marketing; Traci Sara, Finance Manager; Diane Marshbank Murphy, Digital Services Manager; Bill Pardue, Digital Services Librarian; Teresa Katsogianos, Administrative Assistant and Janet Moravec, Executive Administrative Assistant. Dana Revilla, Deputy Director, participated in the meeting via Zoom.

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

02.24.04 There was no **PUBLIC COMMENT**.

02.24.05 **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 the Arlington Heights Memorial Library Foundation hosted a successful fundraiser “Date Night, Just the Two of Us” at the Makerplace. The Foundation will be celebrating International Woman’s Day on March 8 at the Makerplace showcasing local women entrepreneurs. The Foundation continues to meet with their Advisory Team to share their Impact Report, the new Scholarship flyer and the latest campaign to raise funds for a new bookmobile.

02.24.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 16, 2024 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

02.24.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2024 (Item 2)** – Mr. Driskell reported there was no real estate tax revenue recognized for the month of January. While cash may be collected in January from the delayed second installment tax bill, it would be booked as an adjustment to 2023 for accounting purposes since that is the period to which that revenue relates. The library received personal

property replacement taxes (PPRT) in the amount of \$32,480.23. The library received \$31,849.03 in interest income in January. With 8% of the fiscal year lapsed, 11% of the unaudited annual operating budget has been expensed. In January, prepaid expenses for annual contracts (such as insurance premiums for the new year) and commodities are typically higher than the rest of year, yielding expense percentages greater than the lapsed annual percentage. Two percent of the total annual capital budget has been expensed.

- 02.24.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2024 (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 JANUARY 31, 2024, IN THE AMOUNT OF \$882,996.29.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Zyck and Somary. Nay: none. The motion carried.

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

Trustee Ruhl joined the meeting at 7:18 p.m.

- **DIGITAL SERVICES** – Digital Services Librarian Bill Pardue demonstrated the new comprehensive mapping, analytics and data visualization tool, SimplyAnalytics.

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

- 02.24.11 **NEW BUSINESS**

- **APPROVAL OF 2024 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2023 (Action Item 4)** - The board approved the 2024 Illinois Public Library Annual Report for 2023 to be filed with the Secretary of State’s office.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2024 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR 2023.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- 02.24.12 **OTHER**

- Mr. Driskell shared the 24/7 hold pickup lockers are now available to the public and thanked Gallagher Insurance for their generous donation.

-Trustee Galla shared that a local junior girl scout troop had a successful event at the Makerplace with a contracted outside chef that guided the children in a hands-on experience in the kitchen.

There being no further business to discuss, Trustee Galla moved **ADJOURNMENT**. Trustee Kelly seconded. All were in favor and the meeting was adjourned at 8:12 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder