

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

03.24.01 A meeting of the Committee of the Whole 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 Monday, March 4, 2024, at 7:00 p.m. by Vice President/Secretary Andi Ruhl.

Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Kelly, Medal, Zyck and Ruhl. Trustee Somary participated in the meeting via Zoom due to employment related issues.

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; and Susan Ciano library practicum student at College of DuPage.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ALLOWS TRUSTEE AMY SOMARY TO ATTEND THE MEETING ELECTRONICALLY DUE TO EMPLOYMENT RELATED BUSINESS.** Trustee Borrell seconded. All were in favor and the motion carried.

03.24.02 Vice President/Secretary Ruhl led the **PLEDGE OF ALLEGIANCE**.

03.24.03 There was no **PUBLIC COMMENT**.

03.24.04 **CONSTRUCTION MANAGEMENT SERVICES FOR 2024 RENOVATION PROJECT (Item 1)** – Executive Director Michael Driskell provided an update on the upcoming 2024 Renovation Project including plans to engage with Shales McNutt Construction (SMC) for construction management services. The anticipated scope of the project includes second floor public area toilet room renovation, first floor Kids’ World toilet rooms renovation and basement entry renovation. The committee reviewed a contract with SMC for pre-construction management services, construction management, general liability expense, project staff expense and general expenses. The proposed service estimates from SMC total \$108,538.

03.24.05 **LIBRARY PICKUP TRUCK REPLACEMENT (Item 2)** – Mr. Driskell provided an update on the replacement of the library’s current pickup truck including the budget for a new vehicle and the necessary factors for identifying a suitable replacement.

03.24.06 **LASER CUTTER REPLACEMENT (Item 3)** – Mr. Driskell reported the staff recommendation to replace the library’s Epilog Mini Laser Cutter at the makerspace. It

has been determined it is cost effective to replace the current machine with one from the Epilog Fusion Edge Laser series. The new machine has a larger workspace and is less prone to failure. The Friends of the Library have committed to funding the purchase price of the new laser cutter.

03.24.07 **OTHER**

- Trustee Zyck inquired about customer complaints of postal carrier and delivery issues of the library's monthly newsletter. Sasha Vasilic, Director of Communication and Marketing, reported that he has communicated with the post office and asks staff to report the complaints received from customers to Communications and Marketing so that they are able to track the missing deliveries.

- Mr. Driskell reported on the status of the installation of the cooler tower and chiller replacements. One of the two chiller units received damage during delivery. The damaged chiller will be repaired or replaced with no cost to the library; the library will run on the existing working units.

There being no further business to be discussed, Trustee Borrell moved **ADJOURNMENT**. Trustee Zyck seconded. All were in favor and the meeting was adjourned at 7:37 p.m.

Janet Moravec, Recorder