

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MARCH 19, 2024.**

03.24.01 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, March 19, 2024, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustees Kelly, Ruhl and Zyck

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Traci Sara, Finance Manager; Rich Dworianyn, Information Technology Manager; Jennifer Czajka, Programs and Exhibits Manager; Lisa Haack, Human Resources Manager; Nikki Camp, Programs and Exhibits Coordinator; Amy Duffey, ESL/Literacy Advisor; Ellie Richardson, Youth Services Librarian; Teresa Katsogianos, Administrative Assistant, Janet Moravec, Executive Administrative Assistant, Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; and Abner Virchow, Resident.

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

03.24.04 There was no **PUBLIC COMMENT**.

03.24.05 **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** – Arlington Heights Memorial Library Foundation Founder and Chair Lauree Harp reported on the International Woman’s Day event on March 8 at the Makerplace showcasing local women entrepreneurs. The Foundation will be hosting an April Artistry Fundraiser with local artist Barb Benstein on April 14 at the Makerplace. The Foundation will be promoting their Scholarship for the Trades at the District 214 Trades Fair on April 18.

03.24.06 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 20, 2024 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

03.24.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MARCH 4, 2024 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as amended.

03.24.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 29, 2024 (Item 3)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$1,714,198.45 for the month of February. The library received \$27,320.93 in interest income in February. The Friends of the Library reimbursed the library \$9,258.57 in February. With 17% of the fiscal year lapsed, 18% of the unaudited annual operating budget has been expensed. In the early part of the year, contractual service expenses for annual renewals are typically higher than the rest of the year, yielding expense percentages greater than the lapsed annual percentage. Nine percent of the total annual capital budget has been expensed as of February.

03.24.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 29, 2024 (Action Item 4)** – 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 FEBRUARY 29, 2024, IN THE AMOUNT OF \$1,329,241.58.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal and Somary. Nay: none. The motion carried.

03.24.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the March 2024 Director’s Report.

- **INCLUSION, DIVERSITY, EQUITY AND ACCESSIBILITY/HERITAGE MONTHS PRESENTATION** – The library’s Inclusion, Diversity, Equity and Accessibility Heritage and Training Committees provided an update and overview of the committees’ plans and priorities.

03.24.11 **OLD BUSINESS**

- **APPROVAL OF CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR 2024 RENOVATION PROJECT (Action Item 5)** - The board approved entering into a contract with Shales McNutt Construction for construction management services for the 2024 renovation project.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH SHALES MCNUTT CONSTRUCTION FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE 2024 RENOVATION PROJECT, UPON REVIEW BY THE LIBRARY ATTORNEY.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal and Somary. Nay: none. The motion carried.

- **AUTHORIZATION OF PURCHASE OF LIBRARY PICKUP TRUCK REPLACEMENT (Action Item 6)** - The board authorized the purchase and replacement of the library pickup truck.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PURCHASE OF A 2024 CHEVROLET SILVERADO 2500 WITH A PURCHASE AMOUNT NOT TO EXCEED \$52,575 PLUS REGISTRATION AND LICENSING FEES.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal and Somary. Nay: none. The motion carried.

- **AUTHORIZATION OF PURCHASE OF LASER CUTTER REPLACEMENT (Action Item 7)** - The board authorized the purchase of a replacement laser cutter for the library's Makerplace.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PURCHASE OF AN EPILOG FUSION EDGE 24 WITH A PURCHASE AMOUNT NOT TO EXCEED \$24,920.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal and Somary. Nay: none. The motion carried.

#### 03.24.12 NEW BUSINESS

- **AUTHORIZATION OF COPIER LEASE AGREEMENT (Action Item 8)** - The board reviewed an agreement and authorized to engage in a five-year agreement with Image Systems & Business Solutions for the supply and maintenance of copiers throughout the library.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES ENTERING INTO A LEASE AGREEMENT FOR THE COPIER REPLACEMENT PROJECT, WITH IMAGE SYSTEMS & BUSINESS SOLUTIONS, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Medal and Somary. Nay: none. The motion carried.

#### 03.24.13 OTHER

- President Somary reported on the Mix & Mingle: A Celebration of Arlington Heights Women event on March 15 at the Makerplace.

03.24.14 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.** Trustee Borrell seconded. All were in favor and the board went into closed session at 8:22 p.m.

The board returned to open session at 8:40 p.m.

Trustee Borrell moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MARCH 19, 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.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT**. Trustee Galla seconded. All were in favor and the meeting was adjourned at 8:41 p.m.

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Andi Ruhl, Vice President/Secretary

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Janet Moravec, Recorder