

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, SEPTEMBER 17, 2024.

09.24.01 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, September 17, 2024, at 7:02 p.m. by President Amy Somary.

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

Absent: Trustee Zyck

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Diane Marshbank Murphy, Digital Services Manager; David Olichwier, Technology Instruction Coordinator; Brian Repsher, Friends of the Library President; Teresa Katsogianos, Administrative Assistant; and Janet Moravec, Executive Administrative Assistant.

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

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ALLOWS TRUSTEE GREG ZYCK TO ATTEND THE MEETING ELECTRONICALLY DUE TO A FAMILY EMERGENCY**. Trustee Borrell seconded. All were in favor and the motion carried.

09.24.04 There was no **PUBLIC COMMENT**.

09.24.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher, President of the Friends of the Library, reported the Friends next sale will take place in November and the 2025 sale dates have been set. The Friends have been awarded \$89,000 through a grant from the Department of Commerce and Economic Opportunity - Build Illinois Bond Fund for the recent Hendrickson Room audiovisual upgrade.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Executive Director Mike Driskell reported the Foundation’s committees are back working on their given assignments after a summer hiatus. There will be a Vegetarian Fund Raiser at the Makerplace on October 11. Strategic planning is continuing. The Foundation received the Platinum Seal of Transparency from Candid. The Foundation’s 2024 Impact Report will be shared with all donors in October.

- 09.24.06 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 20, 2024 (Action Item 1)**. Trustee Kelly seconded. All were in favor and the minutes were approved as submitted.
- 09.24.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 9, 2024 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.
- 09.24.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2024 (Item 3)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$3,530,805.50 for the month of August. The library received personal property replacement taxes (PPRT) in the amount of \$6,892.89. The library received \$34,880.54 in interest income in August. The total revenue collected in August was \$3,580,654.75. With 67% of the fiscal year lapsed, 63% of the unaudited annual operating budget has been expensed and 35% of the total annual capital budget has been expensed.
- 09.24.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 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 AUGUST 31, 2024, IN THE AMOUNT OF \$1,135,936.63**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- 09.24.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the September 2024 Director’s Report.

- **NEW TECH CLASS** – Technology Instruction Coordinator David Olichwier presented an overview of the newest Digital Services technology class, “What is Artificial Intelligence?”.

- 09.24.11 **OLD BUSINESS**

- **AWARDING OF 2024 INTERIOR RENOVATION PROJECT BIDS (Action Item 5)** – On August 29, a public bid opening for the project was held and the vetting of the six bid packages was completed. The board reviewed recommendations and accepted bids and select alternates for the project.

Trustee Kelly moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BASE BID RESULTS PLUS ALTERNATE #1, #2, #5 AND #9 FOR A TOTAL PROJECT AMOUNT OF \$698,488 PLUS AN ADDITIONAL CONTINGENCY AMOUNT OF \$1,512, FOR A TOTAL NOT TO EXCEED \$700,000 FOR THE 2024 INTERIOR RENOVATION PROJECT**. Trustee Medal seconded. Upon **ROLL**

CALL, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

09.24.12 There was no **NEW BUSINESS** to be discussed.

09.24.13 **OTHER**

- Mr. Driskell shared the library won an award from the Illinois Association of Park Districts for its intergovernmental cooperation with the Arlington Heights Park District. Park District Executive Director Carrie Fullerton nominated the library for the collaboration of the two boards, for joint programming and recent projects that are being worked on together.

- Mr. Driskell announced he will not be at the November board meeting; he is getting married in November and will be away from the library at that time. Deputy Director Dana Revilla will be leading the November meeting.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:08 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder