

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

12.24.01 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, December 17, 2024, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Katie Myers, Senior & Accessible Services Acting Manager; Gosia Bylinska, Cataloging Supervisor; Catalina Shin, Community Engagement Liaison; Natalie Baddour, Collection Librarian; Neal Parker, Programs and Exhibits Specialist; Danielle Lambert, Info Services Advisor; Janet Moravec, Executive Administrative Assistant; Teresa Katsogianos, Administrative Assistant; and Barbara Watts, Resident.

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

12.24.04 There was no **PUBLIC COMMENT**.

12.24.05 **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 that Arlington Heights Memorial Library Foundation thanks Gallagher Insurance and Tom Murphy from Murphy Security Solutions for their generous financial donations toward the additional 24/7 Hold Pickup Lockers; the Foundation is developing the upcoming International Woman’s Day Event focused on ‘self-care’; the Foundation has updated their vision, mission and values statement; the Foundation continues fundraising for a new bookmobile; the Foundation Scholarship Committee has met under new chair, Anne McCarte focusing on revisions to the application process in 2025.

12.24.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 19, 2024 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

Trustee Medal joined the meeting at 7:04 p.m.

12.24.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2024 (Item 2)** – Mr. Driskell reported the library received \$26,172.91

in interest income in November. With 92% of the fiscal year lapsed, 86% of the unaudited annual operating budget has been expensed and 73% of the total annual capital budget has been expensed.

- 12.24.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 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 NOVEMBER 30, 2024, IN THE AMOUNT OF \$1,928,072.68.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

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

Senior and Accessible Services Acting Manager, Katie Myers presented the Senior and Accessible Services Focus Report to the trustees.

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

- 12.24.11 **NEW BUSINESS**

- **ONE BOOK, ONE VILLAGE WRAP- UP (Item 4)** – Staff from the One Book, One Village Committee presented statistics and highlights from the library’s 2024 One Book, One Village program *The Collected Regrets of Clover*, by Mikki Brammer.

- **AUTHORIZATION TO PURCHASE SERVERS (Action Item 5)** – The board considered the approval of the replacement of the library’s virtual server infrastructure, including replacement of four computer servers and the virtual server software essential for maintaining the library’s critical IT infrastructure.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE REPLACEMENT OF THE VIRTUAL SERVER HARDWARE WITH A TOTAL PROJECT COST NOT TO EXCEED \$120,000.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- **APPROVAL OF FY2025 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION (Action Item 6)** – The board considered the approval of the Illinois State Library FY2025 Public Library Per Capita and Equalization Aid Grant Application.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS STATE LIBRARY FY2025 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION.** Trustee Medal seconded. All were in favor and the motion carried.

12.24.12 **OTHER**

- Mr. Driskell provided an update on the current construction project and the installation of the chiller and cooling tower.
- President Somary shared insights gained from the Illinois Library Association Library Legislative Meetup. President Somary praised the benefits of the Illinois Department of Labor's Paid Leave for All Workers Act, emphasizing its positive impact.

12.24.13 Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSIONS IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF REVIEWING THE EXECUTIVE DIRECTOR'S PERFORMANCE GOALS AND COMPENSATION.** Trustee Ruhl seconded. All were in favor and the board went into closed session at 8:19 p.m.

The board returned to open session at 8:49 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 17, 2024.** Trustee Borrell seconded. All were in favor and the motion carried.

President Somary commended Executive Director Mike Driskell for his leadership and a successful year in achieving key goals, securing grant funding and strengthening community connections.

President Somary moved **THE BOARD OF LIBRARY TRUSTEES INCREASED THE COMPENSATION FOR EXECUTIVE DIRECTOR MIKE DRISKELL BY 3.75% FOR FISCAL YEAR 2025.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Zyck, Ruhl and Somary. Nay: none. The motion carried.

Trustee Ruhl requested more data-driven information regarding Makerplace usage be provided to 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 8:56 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder