

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 21, 2025.

01.25.01 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, January 21, 2025, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustees Medal and Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Traci Sara, Finance Manager; Diane Marshbank Murphy, Digital Services Manager; Bill Pardue, Digital Services Librarian; Chris Smith, Digital Media Specialist; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Andy Dogan, Williams Architects; Barbara Watts, Resident; David Weiner, Resident and Darnell McClaney, Resident.

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

01.25.04 There was no **PUBLIC COMMENT**.

01.25.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported the Friends of the Library raised \$100,000 in 2024 with most of the funds reimbursed back to the library. The Friends are implementing an electronic membership card. They have started paperwork to complete the grant process for the Hendrickson Room audio visual upgrade. There will be a children's winter book sale on February 1-2, with a members' night on January 31. The spring book sale will be on April 12-13, with a members' night on April 11.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Arlington Heights Memorial Library Foundation Founder and Chair Lauree Harp reported on the Celebrate International Woman's Day event on March 7 at the Makerplace with an evening of self-care featuring unique wellness-focused activities. The Foundation is updating its strategic plan for the next five years and its mission, vision and values focusing on life-long learning and accessibility to the library with services such as 24/7 hold pickup lockers and the bookmobile. They are developing their campaign for fundraising for the library's next bookmobile.

01.25.06 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 17, 2024 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

01.25.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2024 (Item 2)** – Mr. Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$8,817.03. The library received \$62,824.01 of cash in lieu of land from the Village of Arlington Heights in December. The library received \$20,610.59 in interest income in December. The Friends of the Library reimbursed the library \$20,366.51 in December. With 100% of the fiscal year lapsed, 97% of the unaudited annual operating budget has been expensed and 91% of the total annual capital budget has been expensed.

01.25.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 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 DECEMBER 31, 2024, IN THE AMOUNT OF \$1,994,131.82**. Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Zyck and Somary. Nay: none. The motion carried.

01.25.09 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the January 2025 Director's Report.

- **DIGITAL SERVICES DEMONSTRATION**- Digital Service Librarian, Bill Pardue and Digital Media Specialist, Chris Smith provided a demonstration of the Seestar digital telescope from the Library of Things collection.

01.25.10 There was no **OLD BUSINESS** to be discussed.

01.25.11 **NEW BUSINESS**

- **2025 INTERIOR REMODELING PROJECT (Item 4)** – Andy Dogan from Williams Architects provided a first look at a proposed construction project for 2025, which includes refinishing staff restrooms, and updating lighting, carpeting and ceiling tiles throughout the second floor.

- **AGREEMENT WITH WILLIAMS ARCHITECTS FOR 2025 INTERIOR RENOVATION PROJECT (Action Item 5)** – The board reviewed an agreement with Williams Architects for architectural services for the interior renovation project planned for 2025.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH WILLIAMS ARCHITECTS FOR THE**

2025 RENOVATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$66,000 PLUS REIMBURSABLE EXPENSES. Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Zyck and Somary. Nay: none. The motion carried.

01.25.12 There were no **OTHER** items to be discussed.

01.25.13 Trustee Kelly moved **THE BOARD OF LIBRARY TRUSTEES ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Borrell seconded. All were in favor and the board went into closed session at 8:24 p.m.

The board returned to open session at 8:32 p.m.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 21, 2025.** Trustee Borrell seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Zyck moved **TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS AND TO RELEASE THE CLOSED SESSION WRITTEN MINUTES FROM JANUARY 17, 2023; APRIL 3, 2023; JUNE 5, 2023 AND JULY 18, 2023.** Trustee Borrell seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 8:34 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder