

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 18, 2025.

02.25.01 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, February 18, 2025, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Traci Sara, Finance Manager; Trixie Dantis, Youth Services Manager; Rebecca King, Youth Services Supervisor; Allison Parker, Youth Services Librarian; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; Barbara Watts, Resident; Darnell McClaney, Resident; David Weiner, Resident and Daniel Yousif, Resident.

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

02.25.04 There was no **PUBLIC COMMENT**.

02.25.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported the Friends thanked IT Manager Rich Dworianyn and the IT staff for their support in making email account changes and programming new Wi-Fi credit card scanners.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Arlington Heights Memorial Library Foundation's second annual International Women's Day event sold out at one hundred registered guests. The Bookmobile Campaign Committee has been meeting to finalize a talking point brochure on the need for and use of the bookmobile for the community. The Scholarship Committee is reaching out to expand its coverage with students and will print flyers in Spanish as well as English this year. The Foundation is working to align the LED screen in the library with their web posting of their very generous donors.

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

02.25.06 Trustee Kelly moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 21, 2025 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

02.25.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 3, 2025 (Action Item 2)**. Trustee Zyck seconded. All were in favor and the minutes were approved as corrected.

02.25.08 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS BOARD OF TRUSTEES AND THE BOARD OF LIBRARY TRUSTEES MEETING OF FEBRUARY 8, 2025 (Action Item 3)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

02.25.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2025 (Item 4)** – Mr. Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$23,402.61. The library received \$14,188.04 in interest income in January. With 8% of the fiscal year lapsed, 12% of the unaudited annual operating budget has been expensed. In January, prepaid expenses for annual contracts (such as insurance premiums for the new year) and commodities are typically higher than the rest of year, yielding expense percentages greater than the lapsed annual percentage. Three percent of the total annual capital budget has been expensed.

02.25.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2025 (Action Item 5)** – 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 JANUARY 31, 2025, IN THE AMOUNT OF \$1,007,757.10**. Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

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

- **YOUTH SERVICES** – Youth Services Supervisor Rebecca King and Youth Services Librarian Allison Parker gave a presentation on the impactful services implemented through the Family Place Libraries initiative.

02.25.12 **OLD BUSINESS**

- **APPROVAL OF 2025 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2024 (Action Item 6)** - The board approved the 2025 Illinois Public Library Annual Report for 2024 to be filed with the Secretary of State's office.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2025 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR 2024**. Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- **APPROVAL TO FLY THE PRIDE FLAG IN HONOR OF PRIDE MONTH IN JUNE 2025 (Action Item 7)** – The board approved a proposal to fly the Pride flag in honor of Pride Month in June 2025, in accordance with Policy 7.007 Use of Flags on Library Property.

Trustee Kelly moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FLYING OF THE PRIDE FLAG IN HONOR OF PRIDE MONTH IN JUNE 2025, IN ACCORDANCE WITH POLICY 7.007 USE OF FLAGS ON LIBRARY PROPERTY.** 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 PROPOSED REVISIONS TO POLICY 7.003 SOLICITING OR DISTRIBUTING MATERIALS ON LIBRARY PROPERTY (Action Item 8)** - The board approved proposed revisions to Policy 7.003 Soliciting or Distributing Materials on Library Property.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 7.003 SOLICITNG OR DISTRIBUTING MATERIALS ON LIBRARY PROPERTY.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

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

02.25.14 **OTHER**

- President Somary congratulated the library trivia team who took first place in the Arlington Heights Historical Society & Museum Team Trivia contest.
- President Somary congratulated staff celebrating years of service: Barb Weber – 35 years; Lena Bulakh – 20 years; Larry Krenos – 15 years and Becky Clesen – 5 years.
- President Somary shared she attended the Reaching Across Illinois Libraries System webinar *Social Media Best Practices for Library Trustees*.

There being no further business to discuss, Trustee Kelly moved **ADJOURNMENT**. Trustee Borrell seconded. All were in favor and the meeting was adjourned at 8:07 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder