

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

03.25.01 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, March 18, 2025, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustees Galla and Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Traci Sara, Finance Manager; Lisa Bobis, Collection Services Manager; Claire Griebler, Collection Supervisor; Teresa Katsogianos, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; Darnell McClaney, Resident and David Weiner, Resident.

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

03.25.04 There was no **PUBLIC COMMENT**.

03.25.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported the Friends thanked finance and IT staff for their assistance in gathering documentation for their grant application for the Hendrickson Room audio visual upgrade. They are planning for their April 12-13 book sale and have moved their April board meeting to April 8.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported five representatives of the Arlington Heights Memorial Library Foundation worked the District 214 Trades Fair and spoke with many interested students as well as vendors offering programs to inform them of the scholarships the foundation offers. The foundation held a very successful fundraiser celebrating International Woman's Day on March 7. They will be looking to relocate to a larger venue next year. They increased their donor base by 64 and all proceeds from the event are going towards the bookmobile. A small group has been meeting to put the different phases of the bookmobile campaign together. They are adding another member to their board who will be shadowing as a co-chair to their marketing director and become aware of the foundation for consistency in the future.

03.25.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 18, 2025 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

03.25.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2025 (Item 2)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$2,343,183.54 for the month of February. The library received \$13,350.54 in interest income in February. The Friends of the Library reimbursed the library \$1,634.00 in February. With 17% of the fiscal year lapsed, 19% of the unaudited annual operating budget has been expensed. In the early part of the year, 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. Four percent of the total annual capital budget has been expensed.

03.25.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2025 (Action Item 3)** – Mr. Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Kelly moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF FEBRUARY 28, 2025, IN THE AMOUNT OF \$1,165,113.49.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Kelly, Medal, Zyck and Somary. Nay: none. The motion carried.

03.25.09 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the March 2025 Director’s Report.

- **COLLECTION YOUTH SERVICES** – Collection Services Manager Lisa Bobis and Collection Supervisor Claire Griebler gave a presentation on the library’s electronic book collection, highlighting the different sources available and how titles are selected.

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

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

03.25.12 **OTHER**

- Mr. Driskell informed the board that the April Committee of the Whole packet will most likely be distributed on Saturday, April 5 due to the library being closed the previous day for Staff Development Day.

- Mr. Driskell gave an update on the upcoming lighting project and the work being done with ComEd.

- Trustee Borrell reminded everyone that local elections are taking place on April 1. There are two library board trustee positions open; Trustee Zyck is running for a village trustee position, and the library is a polling place on April 1 as well.

03.25.13 Trustee Borrell 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 Kelly seconded. All were in favor and the board went into closed session at 7:52 p.m.

The board returned to open session at 8:25 p.m.

Trustee Borrell moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MARCH 18, 2025.** Trustee Medal 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 Kelly seconded. All were in favor and the meeting was adjourned at 8:27 p.m.

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Andi Ruhl, Vice President/Secretary

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Janet Moravec, Recorder