

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 15, 2025.

04.25.01 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, April 15, 2025, at 7:00 p.m. by President Amy Somary.

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

Absent: None

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; Ellie Minga, Kids Librarian, Youth Services; Teresa Katsogianos, Administrative Assistant and Janet Moravec, Executive Administrative Assistant.

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

04.25.04 There was no **PUBLIC COMMENT**.

04.25.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported the Friends elected two new directors to the Friends of the Library Board. Their Spring Used Book and Media Sale is complete and it is membership renewal time. The Friends have completed their grant application for the Hendrickson Room audio visual upgrade. The Friends are having a Children’s Market Sale on June 14. They thanked security and facilities staff for their support during their recent sale.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation’s International Woman’s Day Committee is discussing growing the event for 2026; all proceeds from this year’s event went into the bookmobile fund. Development is discussing an event with the bookmobile at Arlington Alfresco in early fall. The Foundation is continuing the quiet phase of the bookmobile campaign with the public phase to begin in June. Foundation Board members will be joining the bookmobile staff at the Arlington Heights Farmers Market to promote awareness of the need for a new vehicle. They are working with a local artist to create an ornament highlighting the bookmobile; orders for the ornament will be taken beginning in June. Scholarship for the Trades applications are being accepted through May 1; they are hopeful for more applicants. The Foundation can now accept credit cards and Zelle which will help with merchandise sales this summer. The Foundation continues to grow its committees and has added another board member to assist with marketing.

- 04.25.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 18, 2025 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.
- 04.25.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 7, 2025 (Action Item 2)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.
- 04.25.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2025 (Item 3)** – Mr. Driskell reported the library’s real estate tax revenue totaled \$4,938,673.44 for the month of March. The library received personal property replacement taxes (PPRT) in the amount of \$9,642.60 in March. The Friends of the Library reimbursed the library \$2,883.41 in March. With 25% of the fiscal year lapsed, 27% of the unaudited annual operating budget has been expensed. Five percent of the total annual capital budget has been expensed.
- 04.25.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2025 (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 MARCH 31, 2025, IN THE AMOUNT OF \$1,234,254.01**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- 04.25.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the April 2025 Director’s Report.
- **YOUTH SERVICES** – Kids Librarian Ellie Manga presented an overview of the services available to children in grades K-3, highlighting the special features of the new tinker cart.

04.25.11 **OLD BUSINESS**

- **AWARDING OF 2025 INTERIOR RENOVATION PROJECT BIDS (Action Item 5)** – On April 9, a public bid opening was held and the vetting of the five bid packages has been completed. The board reviewed recommendations and considered approval of the bids.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BASE BID RESULTS PLUS ALTERNATE #1, #2, #3 AND #4 FOR A TOTAL PROJECT AMOUNT OF \$1,111,920 PLUS AN ADDITIONAL CONTINGENCY AMOUNT OF \$28,080, FOR A TOTAL NOT TO EXCEED \$1,140,000 FOR THE 2025 INTERIOR RENOVATION PROJECT**. Trustee Ruhl seconded. Upon **ROLL**

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

04.25.12 **NEW BUSINESS**

- **ACCEPTANCE OF RESIGNATION OF TRUSTEE GREG ZYCK FROM THE BOARD OF LIBRARY TRUSTEES (Action Item 6)** – The board considered acceptance of the resignation of Trustee Greg Zyck from the Board of Library Trustees of the Arlington Heights Memorial Library, effective April 30, 2025, in order for him to accept his new role as trustee on the Arlington Heights Village Board.

President Somary moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE RESIGNATION OF TRUSTEE GREG ZYCK FROM THE BOARD OF LIBRARY TRUSTEES IN ORDER FOR HIM TO ACCEPT THIS NEW ROLE AS TRUSTEE ON THE ARLINGTON HEIGHTS VILLAGE BOARD.** Trustee Galla seconded. With Trustee Zyck abstaining, all were in favor and the motion carried.

- **RESOLUTION HONORING THE SERVICE OF ANDI RUHL (Action Item 7)** – The board approved the resolution honoring the service of Trustee Andi Ruhl.

- **RESOLUTION HONORING THE SERVICE OF GREG ZYCK (Action Item 8)** – The board approved the resolution honoring the service of Trustee Greg Zyck.

04.25.13 **OTHER**

- Mr. Driskell thanked Trustees Ruhl and Zyck for their services to the library and the Arlington Heights community.

- President Somary highlighted staff Shout Outs that this month featured Info Services Manager Jolie Duncan and Bookmobile Assistant Brandi Bunting.

- **2025 AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE AND EXHIBITION, JUNE 26-30** – The American Library Association Annual Conference and Exhibition will be held in Philadelphia, June 26-30.

President Somary accepted public comment from an attendee who arrived near the end of the meeting and wanted to comment on the library being fine free and its possible impact on customers returning material in a timely manner.

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

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder