

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 20, 2025.

05.25.01 A regular meeting of the 2023-2025 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, May 20, 2025, at 7:00 p.m. by President Amy Somary.

05.25.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Kelly, Medal, Ruhl 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; Janet Moravec, Executive Administrative Assistant; Darnell McClaney, Resident; Darnella McClaney, Resident; Rebecca McClaney, Resident; Barbara Watts, Resident; Sofia Watts, Resident; Joseph Watts, Resident; Matthew Watts, Resident; Gabriel Watts, Resident; Mary Kay Baldino, Resident; Grace Baldino, Resident; Carina Santa Maria, Resident; Greg Zyck, Resident; Bill Manganaro, Resident; Janice Phares, Resident and Melissa Cayer, Resident.

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

05.25.04 There was no **PUBLIC COMMENT**.

05.25.05 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 15, 2025 (Action Item 1)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

05.25.06 **OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES** – President Somary administered the oath of office to Darnell McClaney and Barbara Watts.

05.25.07 Trustee Ruhl moved **ADJOURNMENT OF THE 2023-2025 BOARD OF LIBRARY TRUSTEES**. Trustee Kelly seconded. All were in favor and the 2023-2025 board was adjourned at 7:05 p.m.

The 2025-2027 Board of Library Trustees **CONVENED** at 7:06 p.m.

05.25.08 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts 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; Janet Moravec, Executive Administrative Assistant; Andi Ruhl, Resident and Melissa Cayer, Resident.

- 05.25.09 **ELECTION OF OFFICERS** - Trustee Kelly moved **TRUSTEE AMY SOMARY BE ELECTED AS PRESIDENT OF THE 2025-2027 BOARD OF LIBRARY TRUSTEES.** Trustee Galla seconded. No other nominations were forthcoming. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, and Watts. Nay: none. Present: Trustee Medal. Abstain: Trustee Somary. The motion carried.

President Somary then assumed office and presided over the remainder of the meeting.

President Somary moved **TRUSTEE JENNIFER BORRELL BE ELECTED AS VICE PRESIDENT/SECRETARY OF THE 2025-2027 BOARD OF LIBRARY TRUSTEES.** Trustee Watts seconded. No other nominations were forthcoming. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. Abstain: Trustee Borrell. The motion carried.

Trustee Borrell moved **TRUSTEE SARAH GALLA BE ELECTED AS TREASURER OF THE 2025-2027 BOARD OF LIBRARY TRUSTEES.** Trustee Kelly seconded. No other nominations were forthcoming. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Kelly, McClaney, Medal, Watts and Somary. Nay: none. Abstain: Trustee Galla. The motion carried.

05.25.10 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported there was no report from the Friends of the Library.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** - Mr. Driskell reported there was no report from the Arlington Heights Memorial Library Foundation.

- 05.25.11 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2025 (Item 2)** – Mr. Driskell reported the library's real estate tax revenue totaled \$314,915.32 for the month of April. The library received personal property replacement taxes (PPRT) in the amount of \$9,150.28. The library received \$21,940.50 in interest income in April. The Friends of the Library reimbursed the library \$8,506.03 this month. With 33% of the fiscal year lapsed, 34% of the unaudited annual operating budget has been expensed and 8% of the total annual capital budget has been expensed.

- 05.25.12 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2025 (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 APRIL 30, 2025, IN THE AMOUNT OF \$1,328,039.71.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

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

05.25.14 **OLD BUSINESS**

- **AUTHORIZATION OF CONSTRUCTION MANAGEMENT SERVICES FOR 2025 INTERIOR RENOVATION PROJECT (Action Item 4)** - The board approved entering into a contract with Shales McNutt Construction for construction management services for the 2025 interior renovation project.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH SHALES MCNUTT CONSTRUCTION FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE 2025 INTERIOR RENOVATION PROJECT, UPON REVIEW BY THE LIBRARY ATTORNEY.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

05.25.15 **NEW BUSINESS**

- **2024 IMPACT REPORT (Item 5)** – Staff presented the library's 2024 Impact Report which highlights the library's positive impact in the community through stories, statistics, photos and customer quotes.

- **2024 BUDGET VARIANCE REPORT (Item 6)** - The board reviewed the final 2024 actual results and discussed variances from the 2024 budget.

05.25.16 **OTHER**

- Trustee Medal commented on trustees' use of social media.

- President Somary and Trustee Zyck attended the Library Volunteer Appreciation Celebration event.

- President Somary and Trustee Galla attended the District 25 Spring Student Art Show Reception.

- President Somary attended the Community Mental Health Fair highlighting the library's partnership with the Village and Darren Brown, Village Social Services Coordinator.

- President Somary commented on the Volunteer Fair, held at Pioneer Park on May 17.
- President Somary shared she and Trustee Watts will be distributing signs for the Veterans Memorial Committee at the Memorial Day Parade. Mr. Driskell added the library will be streaming the parade on the library's YouTube channel. The library prints and pays for brochures that are distributed at the Memorial Day Ceremony through a Friends of the Library Sense of Community Grant.
- Mr. Driskell reported that administrative assistant Teresa Katsogianos is leaving the library for a job opportunity at the Village; her last day at the library will be May 28.

There being no further business to discuss, Trustee Kelly moved **ADJOURNMENT**. Trustee Borrell seconded. All were in favor and the meeting was adjourned at 8:21 p.m.

Jennifer Borrell, Vice President/Secretary

Janet Moravec, Recorder