

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, DECEMBER 16, 2025.

12.25.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Tuesday, December 16, 2025, at 7:01 p.m. by President Amy Somary.

12.25.02 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, Communications and Marketing Director; Traci Sara, Finance Manager; Brian Benson, Graphics Supervisor; Gosia Bylinska, Cataloging Supervisor; Neal Parker, Programs & Exhibits Specialist; Sherri Tader, Info Services Advisory Coordinator; Natalie Baddour, Collection Librarian; Megan Maier, Administrative Assistant and Janet Moravec, Executive Administrative Assistant.

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

12.25.04 There was no **PUBLIC COMMENT**.

12.25.05 **LIAISON REPORTS**

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

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Executive Director Michael Driskell reported there was no report from the Foundation and passed along the Foundation's holiday wishes.

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

12.25.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 1, 2025 (Action Item 2)**. Trustee McClaney seconded. All were in favor and the minutes were approved as submitted.

12.25.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2025 (Item 3)** - Mr. Driskell reported that the library did not receive any real estate tax revenue in November. He noted that maintaining reserves at the high end of the policy range allowed the library to cover operating expenses without the need for bridge funding during the temporary delay. November interest income was \$7,126.03.

With 92% of the fiscal year lapsed, 88% of the unaudited annual operating budget has been expensed and 76% of the total annual capital budget has been expensed.

- 12.25.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 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 NOVEMBER 30, 2025, IN THE AMOUNT OF \$1,498,921.72.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

- 12.25.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the December 2025 Director’s Report.

- 12.25.11 **OLD BUSINESS**

- APPROVAL OF FY2026 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION (Action Item 5) The board considered the approval of the Illinois State Library FY2026 Public Library Per Capita and Equalization Aid Grant Application.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FY2026 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION.** Trustee Watts seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

- ADOPTION OF PROPOSED REVISIONS TO POLICY 4.002 POLICY REGARDING GOVERNMENT OFFICERS’ INVESTIGATORY REQUESTS PERTAINING TO LIBRARY PATRONS OR USERS (Action Item 6) – The board reviewed and adopted proposed revisions to Policy 4.002 Policy Regarding Government Officers’ Investigatory Requests Pertaining to Library Patrons or Users.

Trustee Watts moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE PROPOSED REVISIONS TO POLICY 4.002 GOVERNMENT OFFICERS’ INVESTIGATORY REQUESTS PERTAINING TO LIBRARY CUSTOMERS.** Trustee McClaney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

- **RESCINDING OF POLICY 1.102 DUTIES AND RESPONSIBILITIES (Action Item 7)** – The board reviewed and rescinded Policy 1.102 Duties and Responsibilities.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES RESCINDS POLICY 1.102 DUTIES AND RESPONSIBILITIES.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

12.25.12 NEW BUSINESS

- **ONE BOOK, ONE VILLAGE WRAP-UP (Item 8)** – Staff from the One Book, One Village Committee presented statistics and highlights from the library's 2025 One Book, One Village program *The Stolen Queen*, by Fiona Davis.

- **APPROVAL OF REVISED 2026 BOARD MEETING SCHEDULE (Action Item 9)** The board reviewed and approved the revised 2026 Board of Trustees Schedule of Meetings.

President Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REVISED 2026 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS WITH THE MARCH MEETING BEING RESCHEDULED TO MARCH 16.** Trustee Watts seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

- **CENTENNIAL CELEBRATION PLAN (Item 10)** – Director of Communications and Marketing Sasha Vasilic presented an overview of the initiatives library staff are preparing for the community in honor of the library's centennial.

- **NEW LIBRARY BRANDING (Item 11)** – Communications and Marketing staff presented the new library branding including the logo and various applications.

12.25.13 OTHER

- Mr. Driskell reported that the library was named the Community Service Organization of the Year by Scouting America Pathway to Adventure Council Five Creeks District, and he will be accepting the award at the recognition dinner on January 28, 2026. He invited the board to attend.

- President Somary shared insights gained from the Illinois Library Association Library Legislative Meetup.

12.25.14 Trustee Watts moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSIONS IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO DISCUSS EXECUTIVE DIRECTOR'S PERFORMANCE GOALS AND COMPENSATION AND (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.**

Trustee Galla seconded. All were in favor and the committee went into closed session at 8:18 p.m.

The board returned to open session at 8:41 p.m.

President Somary moved **APPROVAL TO DESTROY AUDIO RECORDINGS AND RELEASE WRITTEN MINUTES FROM CLOSED SESSION MEETINGS THAT OCCURRED ON JANUARY 16, 2024, AND MARCH 19, 2024.** Trustee Galla seconded. All were in favor and the motion carried.

Trustee Kelly moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 18, 2025.** Trustee Watts seconded. All were in favor and the motion carried. The written minutes were sealed until further action by the board.

President Somary moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 16, 2025.** Trustee Watts seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

President Somary commended Executive Director Mike Driskell for a successful year, highlighting his leadership of staff, keeping expenses under budget, securing grant funding, leadership in the library community, and receiving the Heart of Gold award.

President Somary moved **THE BOARD OF LIBRARY TRUSTEES INCREASED THE COMPENSATION FOR EXECUTIVE DIRECTOR MIKE DRISKELL BY 3.5% FOR FISCAL YEAR 2026.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. 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 8:46 p.m.

Jennifer Borrell, Vice President/Secretary

Janet Moravec, Recorder