

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY APRIL 21, 2026.**

04.26.01 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 Monday, April 21, 2026, at 7:02 p.m. by President Amy Somary.

04.26.02 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 Repsher, Friends of the Library Outgoing President; Mike Braun, Friends of the Library Incoming President; Lauree Harp, Foundation Founder and Chair; Megan Maier, Administrative Assistant; and Janet Moravec, Executive Administrative Assistant;

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

04.26.04 There was no **PUBLIC COMMENT**

04.26.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Outgoing President Brian Repsher announced this was his final meeting and thanked library staff and board members for their support during his tenure. He introduced incoming President Mike Braun.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Founder and Chair Lauree Harp presented the Foundation’s new brochure which features the Candid Platinum Transparency seal. She reported a new donor LED screen has been installed on the library’s first floor and recent donor names are being added. She noted the success of the recent Women’s Day event and announced scholarship applications are being accepted through April 30. She noted Foundation members enjoyed the library’s centennial celebration and saw strong participation at their table. She added funding was approved to purchase an interactive table for the Hub and new tables for the Makerplace lower level.

04.26.06 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF LIBRARY TRUSTEES OF MARCH 16, 2026 (Action Item 1)**. Trustee Watts seconded. All were in favor and the minutes were approved as submitted.

04.26.07 Trustee Watts moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 6, 2026 (Action Item 2)**. Trustee McClaney seconded. All were in favor and the minutes were approved as submitted.

04.26.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2026 (Item 3)** – Executive Director Mike Driskell reported the library received \$2,670,045.01 in real estate tax revenue in March. He noted final 2025 property tax revenue totaled \$14,372,267 or 95% of the budgeted levy equating to approximately a \$750,000 shortfall. May variance analysis will show 2025 expenditures were favorable enough to offset much of that gap but not entirely favorable enough when accounting for lower-than-expected other revenues such as PPRT and interest. First-installment tax bills were mailed in March and due April 1; substantial property tax receipts will be recorded in April. The library received personal property replacement taxes of \$7,916.33 in March. March interest income was \$7,085.76. The Friends of the Library reimbursed \$64,770.49 which includes approximately \$50,000 or half of the latest payment on the new bookmobile. With 25% of the fiscal year lapsed, 26% of the unaudited annual operating budget has been expensed and 25% of the total annual capital budget has been expensed.

04.26.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2026 (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, 2026, IN THE AMOUNT OF \$1,270,631.67.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

04.26.10 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the April 2026 Director's Report.

04.26.11 **OLD BUSINESS**

- **ADOPTION OF PROPOSED REVISIONS TO POLICY 2.002 PURCHASING (Action Item 5)** – The board approved proposed revisions to Policy 2.002 Purchasing to align the policy with the current requirements of the Illinois Local Library Act.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE PROPOSED REVISIONS TO POLICY 2.002 PURCHASING.** Trustee Kelly 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 2.003 SALE OR DISPOSAL OF SURPLUS LIBRARY PROPERTY (Action Item 6)** – The board approved proposed revisions to Policy 2.003 Sale or Disposal of Surplus Library Property to add priority to offer surplus property valued at less than \$1,000 to the Friends of the Library or the Arlington Heights Memorial Library Foundation if originally funded by those organizations.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE PROPOSED REVISIONS TO POLICY 2.003 SALE OR DISPOSAL OF SURPLUS LIBRARY MATERIAL.** Trustee Borrell 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 7.005 CONFERENCE ROOMS AND NEW POLICY 7.006 STUDIO ROOMS (Action Item 7)** – The board reviewed and approved proposed revisions to Policy 7.005 Conference Rooms and approved adoption of Policy 7.006 Studio Rooms separating the current policy into two separate policies.

Trustee Watts moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE PROPOSED REVISIONS TO POLICY 7.005 CONFERENCE ROOMS.** Trustee McClaney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

Trustee Watts moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.006 STUDIO ROOMS.** Trustee Medal 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 1.001 VISION AND VALUES (Action Item 8)** – The board approved rescinding Policy 1.001 Vision and Values as it is an aspirational document and not policy. The library’s Vision and Values is part of the library’s strategic plan and is available on the library’s website.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES RESCINDS POLICY 1.001 VISION AND VALUES.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

- **ADOPTION OF NEW STAFF POLICY – ARTIFICIAL INTELLIGENCE TOOLS AND RESPONSIBLE USE FOR STAFF (Action Item 9)** – The board reviewed and approved Policy – Artificial Intelligence Tools and Responsible Use for Staff. The policy provides guidelines for the use of artificial intelligence tools in a responsible, ethical and legal manner.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE ARTIFICIAL INTELLIGENCE AND RESPONSIBLE USE FOR STAFF POLICY.** Trustee Watts seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

04.26.12 There was no **NEW BUSINESS**

04.26.13 **OTHER**

- Mr. Driskell noted that both the Volunteer Appreciation Luncheon and the 100th Birthday Party were highly successful. He thanked staff for their hard work and contributions towards the events.
- Mr. Driskell shared the commemorative plaque of the proclamation read by Mayor Tinaglia at the 100th Birthday Party and reported the library was recognized with a resolution at the Cook County Board of Commissioners meeting on April 16 sponsored by County Board Commissioners Maggie Trevor (9th District), Kevin Morrison (15th District), and Scott Britton (14th District).
- **SUMMER HOURS PILOT** - Mr. Driskell provided an update on the summer hours pilot which runs from Memorial Day through Labor Day. The drive-up window will open at 9:00 a.m. (instead of 8:00 a.m.) Monday–Friday. The library will close one hour earlier on Fridays at 8:00 p.m. and Sunday hours will shift from 12:00–6:00 p.m. to 11:00 a.m.–5:00 p.m. These changes align hours with busier and slower periods and give staff additional time for outreach during the busy summer season.
- Mr. Driskell announced the new library card design was unveiled at the 100th Birthday Party. He noted existing cards will still work. Customers may swap their current cards for the new design at the Checkout Desk but noted the card number will change. Additional card designs will be updated in the future.
- President Somary shared she and Trustee Watts attended the Volunteer Appreciation Luncheon and expressed gratitude for the volunteers and their dedication.
- President Somary commented on the success of the 100th Birthday Party and congratulated staff on an amazing event.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT**. Trustee Watts seconded. All were in favor and the meeting was adjourned at 7:56 p.m.

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Jennifer Borrell, Vice President/Secretary

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Janet Moravec, Recorder