

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 21, 2024.

05.24.01 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, May 21, 2024, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustees Borrell and Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Traci Sara, Finance Manager; Lisa Haack, Human Resources Manager; Shannon Meyer, Community and Circulation Services Manager; Carmel Evangelista, Material Handling Supervisor; Teresa Katsogianos, Administrative Assistant and Janet Moravec, Executive Administrative Assistant.

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

Trustee Ruhl joined the meeting at 7:04 p.m.

05.24.04 There was no **PUBLIC COMMENT**.

05.24.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Mike Driskell reported that the Friends will host the next book sale the first weekend in June, break for summer and return in the fall.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Arlington Heights Memorial Library Foundation is busy finalizing the scholarship applications for a June announcement. Committees are busy preparing for future events.

05.24.06 Trustee Kelly moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 16, 2024 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

05.24.07 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 6, 2024 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

05.24.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2024 (Item 3)** – Mr. Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$17,083.78. The library received \$31,570.90 in interest income in April. With 33% of the fiscal year lapsed, 32% of the unaudited annual operating budget has been expensed. Fifteen percent of the total annual capital budget has been expensed as of April.

05.24.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2023 (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 APRIL 30, 2024, IN THE AMOUNT OF \$1,324,527.53.**

Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

At 7:07 p.m., Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ALLOWS TRUSTEE JENNIFER BORRELL TO ATTEND THE MEETING ELECTRONICALLY DUE TO EMPLOYMENT PURPOSES.** Trustee Ruhl seconded. All were in favor and the motion carried.

05.24.10 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the May 2024 Director's Report.

- **24/7 PICKUP LOCKER PRESENTATION** – Circulation Services Manager Shannon Meyer and Material Handling Supervisor Carmel Evangelist presented an overview of the 24/7 Pickup Lockers.

President Somary moved **TO ADJUST THE ORDER OF THE AGENDA AND MOVE FORWARD NEW BUSINESS BEFORE OLD BUSINESS.** Trustee Galla seconded. All were in favor and the motion carried.

05.24.11 **NEW BUSINESS**

- **EMPLOYEE ENGAGEMENT SURVEY RESULTS (Item 7)** - Human Resources Manager Lisa Haack presented an overview of the employee engagement survey process and the findings provided to the library by the survey administrator.

- **2023 BUDGET VARIANCE REPORT (Item 8)** – Finance Manager Traci Sara presented a review of the final 2023 actual results and discussed variances from the 2023 budget.

05.24.12 **OLD BUSINESS**

- **POLICY 6.003 INTERNET ACCESS (Action Item 5)** - The board reviewed and considered options for revisions to Policy 6.003 Internet Access which includes proactively filtering internet content.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS PROPOSED REVISIONS TO POLICY 6.003 INTERNET ACCESS.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Kelly, Medal, Zyck and Somary. Nay: Trustees Borrell and Ruhl. The motion carried.

- **AUTHORIZATION OF PURCHASE OF 24/7 PICKUP LOCKERS (Action Item 6)** – The board considered authorization of the purchase of two 24/7 pickup locker systems to be used on the north and south ends of Arlington Heights.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF TWO 24/7 PICKUP LOCKER SYSTEMS TO BE USED ON THE NORTH AND SOUTH ENDS OF OUR COMMUNITY NOT TO EXCEED \$74,000.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Ruhl, Zyck and Somary. Nay: none. The motion carried.

05.23.13 **OTHER**

- Trustee Zyck thanked library staff for the financial planning basic programming that the library offers.

- Trustee Borrell commended the outstanding customer service provided by library staff after witnessing an interaction in the parking garage where a staff member went out of their way to assist a customer.

- President Somary remarked on the wonderful volunteer recognition event held earlier in the month and thanked all the amazing library volunteers who serve the community.

There being no further business to discuss, Trustee Ruhl moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 9:07 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder