

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 18, 2024.

06.24.01 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, June 18, 2024, at 7:00 p.m. by President Amy Somary.

06.24.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Galla, Zyck and Somary.

Absent: Trustees Kelly, Medal and Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Shannon Meyer, Community and Circulation Services Manager; Tracy Karim, ESL/Literacy Services Coordinator; Brigitte Nohra, ESL/Literacy Advisor; Martha Trotter, Sikich, LLP.; Casey Stannis, Business Office Student Intern; Teresa Katsogianos, Administrative Assistant and Janet Moravec, Executive Administrative Assistant.

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

06.24.04 There was no **PUBLIC COMMENT**.

06.24.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported from the Friends that they have updated their tote bag inventory and provided an overview of all upcoming sales in 2024. Friends is currently planning book sale dates for 2025.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** - Mr. Driskell reported that the while in their sixth year the Foundation is creating a five-year strategic plan to include financial best practices. The Foundation will host the second Scholarship Reception this July and break for a summer hiatus.

Trustee Ruhl joined the meeting at 7:03 p.m.

06.24.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 21, 2024 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

06.24.07 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 3, 2024 (Action Item 2)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

06.24.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2024 (Item 3)** – Mr. Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$41,301.89. The library received \$32,786.20 in interest income in May. The Friends of the Library reimbursed the library \$4,993.96 this month. The total revenue collected in May was \$86,540.91. With 42% of the fiscal year lapsed, 42% of the unaudited annual operating budget has been expensed and 16% of the total annual capital budget has been expensed.

06.24.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2024 (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 MAY 31, 2024, IN THE AMOUNT OF \$1,726,220.71.**

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

06.24.10 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the June 2024 Director's Report.

- **FOCUS ON ESL AND LITERACY SERVICES** – Tracy Karim, ESL and Literacy Services Coordinator and Brigitte Nohra, ESL and Literacy Advisor provided a general overview of the department.

06.24.11 **OLD BUSINESS**

- **REVIEW AND ACCEPTANCE OF THE ANNUAL FINANCIAL REPORT (Action Item 5)** – President Somary invited Finance Manager Traci Sara to join the table. Martha Trotter, with Sikich, LLP, reported the opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2023.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2023.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Zyck and Somary. Nay: none. The motion carried.

- **AUTHORIZATION OF INTERNET CONTENT FILTER (Action Item 6)** – The board reviewed and discussed the purchase of the Barracuda Web Security Gateway for internet content for an amount not to exceed \$11,565.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF THE BARRACUDA WEB SECURITY GATEWAY FOR INTERNET CONTENT FILTERING FOR AN AMOUNT NOT TO EXCEED**

\$11,565. Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Zyck and Somary. Nay: Trustees Borrell and Ruhl. The motion carried.

- AUTHORIZATION OF LIBRARY VEHICLE PURCHASE (Action Item 7) – The board reviewed and discussed the authorization to purchase a new library outreach vehicle.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PURCHASE OF A 2024 CHRYSLER PACIFICA WITH A PURCHASE AMOUNT NOT TO EXCEED \$43,575 PLUS REGISTRATION AND LICENSING FEES.**

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

- BOOKMOBILE CONSULTANT SERVICES (Action Item 8) – The board discussed and considered engaging a consultant to work with library staff to design, analyze and oversee the construction of a new bookmobile.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZED ENGAGEMENT WITH SPECIALTY VEHICLE SERVICES FOR BOOKMOBILE DESIGN SERVICES FOR AN AMOUNT NOT TO EXCEED \$23,900.**

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

- ADOPTION OF 2025 BUDGET TARGETS (Action Item 9) – The board reviewed and adopted the 2025 Budget Targets with updated information to be included as it becomes available.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2025 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.**

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

- REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 10) – Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-0166 and approves the nonresident card fee for the upcoming year.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-0166 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$477 EFFECTIVE JULY 1, 2024, THROUGH JUNE 30, 2025.**

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

06.24.12 There was no **NEW BUSINESS** to be discussed.

06.24.13 Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 3, 2024.** Trustee Borrell seconded. All were in favor and the motion carried. The written minutes were sealed until further action by the board.

06.24.14 **OTHER**

- Mr. Driskell reported on the Makerplace usage during the new summer hours pilot program.
- Mr. Driskell reported that an inspection of the roof structure prior to installation of the cooling towers revealed that the building structure will require additional reinforcement to support the new tower. An update will be provided once this project has gone through the bidding process.
- Mr. Driskell updated the board that he will be taking time off in late June through early July.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT.** Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:16 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder