

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JULY 16, 2024.

07.24.01 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, July 16, 2024, at 7:00 p.m. by President Amy Somary.

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

Absent: Trustees Ruhl and Zyck

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Director of Communications and Marketing; Gary Leclair, Facilities Manager; Jolie Duncan, Info Services Manager; Megan Buttera, Info Services Supervisor; Eddie Kristan, Information Librarian; Teresa Katsogianos, Administrative Assistant; and Janet Moravec, Executive Administrative Assistant.

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

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ALLOWS TRUSTEE GREG ZYCK TO ATTEND THE MEETING ELECTRONICALLY DUE TO EMPLOYMENT PURPOSES.** Trustee Borrell seconded. All were in favor and the motion carried.

07.23.04 There was no **PUBLIC COMMENT**.

07.24.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported there was no report from the Friends as they are on a summer hiatus.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** - Mr. Driskell reported there was no report from the Foundation as they are on a summer hiatus.

07.24.06 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 18, 2024 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

07.24.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2024 (Item 2)** – Mr. Driskell reported the library's real estate tax revenue totaled \$57,928.04 for the month of June. The library was awarded \$115,348.86 for the 2024 Illinois Public Library Per Capita grant along with \$50,000 for the Public Library Construction grant. The library received \$32,213.13 in interest income in June. With 50%

of the fiscal year lapsed, 49% of the unaudited annual operating budget has been expensed and 18% of the total annual capital budget has been expensed.

- 07.24.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2024 (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 JUNE 30, 2024, IN THE AMOUNT OF \$1,321,693.85.**

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

- 07.24.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the July 2024 Director’s Report.

FOCUS ON INFORMATION AND GENEALOGY/LOCAL HISTORY SERVICES

– Info and Genealogy/Local History Services staff provided a general overview of the department.

- 07.24.10 There was no **OLD BUSINESS** to be discussed.

- 07.24.11 **NEW BUSINESS**

- COOLING TOWER STRUCTURAL ALTERATIONS PROJECT (Action Item 4)

– President Somary invited Facilities Manager Gary Leclair to join the table. As part of the cooling tower project, modifications to the roof structure need to be made. On July 8, a public bid opening was held, and the vetting of the bids has been completed. The board reviewed staff’s recommendation to move forward with the cooling tower structural alterations project and accept the bid from the lowest responsible bidder, K&K Iron Works, LLC. The board also approved a \$27,000 contingency to accommodate unanticipated modifications, if needed.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BID FOR THE COOLING TOWER STRUCTURAL ALTERATIONS PROJECT FROM K&K IRON WORKS, LLC IN THE AMOUNT OF \$39,189 PLUS AN ADDITIONAL \$27,000 CONTINGENCY, PENDING REVIEW OF THE CONTRACT BY THE LIBRARY’S ATTORNEY.**

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

- APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR AMENITIES IN RECREATION PARK (Action Item 5)

– The board considered entering into an intergovernmental agreement with the Arlington Heights Park District for the purpose of partnering on a shared parking lot and story walk display at Recreation Park. The board

approved funding \$78,875, which is fifty percent of the initial cost of the parking lot project.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE ARLINGTON HEIGHTS PARK DISTRICT AT THE DISCRETION OF THE EXECUTIVE DIRECTOR FOR THE ADDITION AND SUPPORT OF A STORYWALK AND CONSTRUCTION OF A PARKING LOT AT RECREATION PARK, NOT TO EXCEED \$78,875.** Trustee Borrell seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, Medal, Zyck and Somary. Nay: none. The motion carried.

- APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR PLACEMENT OF LIBRARY LOCKERS IN HERITAGE AND CAMELOT PARKS (Action Item 6) – The board considered approval of expanding hold pickup locations in the community by entering into an intergovernmental agreement with the Arlington Heights Park District for the purpose of providing the library space and support at Heritage and Camelot Parks for library hold pickup lockers.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE ARLINGTON HEIGHTS PARK DISTRICT FOR THE PLACEMENT OF 24/7 PICKUP LOCKERS IN CAMELOT AND HERITAGE PARKS.** Trustee Galla seconded. All were in favor and the motion carried.

- APPROVAL OF 2025 BOARD MEETING SCHEDULE (Action Item 7) – The board reviewed and approved a schedule of proposed dates for the 2025 board and Committee of the Whole meetings. Due to Labor Day, the board set the September Committee of the Whole meeting for September 8.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2025 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS AS PRESENTED WITH SEPTEMBER 8 AS THE DATE FOR THE COMMITTEE OF THE WHOLE MEETING.** Trustee Borrell seconded. All were in favor and the motion carried.

07.24.12 **OTHER**

- President Somary remarked that property tax bills have been mailed and are due August 1. She noted the Arlington Heights Library Fund clearly noted on the bills.

- President Somary gave a shout out to all those involved in delivering the impressive FanCon event with more than 1,000 people of all ages in attendance.

07.24.13 Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE**

PURPOSE OF REVIEWING CLOSED SESSION MINUTES. Trustee Kelly seconded. All were in favor and the board went into closed session at 8:39 p.m.

The board returned to open session at 8:50 p.m.

Trustee Kelly moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES FROM AUGUST 1, 2022; AUGUST 16, 2022; SEPTEMBER 20, 2022; OCTOBER 3, 2022 AND DECEMBER 20, 2022.** Trustee Galla seconded.

Trustee Kelly amended the motion and moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM AUGUST 1, 2022; AUGUST 16, 2022; SEPTEMBER 20, 2022; OCTOBER 3, 2022 AND DECEMBER 20, 2022.** Trustee Galla seconded. All were in favor and the motion carried.

Trustee Borrell moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 16, 2024.** Trustee Kelly seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Galla moved **ADJOURNMENT.** Trustee Borrell seconded. All were in favor and the meeting was adjourned at 8:53 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder