

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, AUGUST 20, 2024.

08.24.01 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, August 20, 2024, at 7:01 p.m. by President Amy Somary.

08.24.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Kelly, Ruhl, and Somary.

Absent: Trustees Galla, Medal and Zyck

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; Neal Parker, Programs & Exhibits Specialist; Nikki Camp, Programs & Exhibits Specialist; Christine Maleska, Friends of the Library; Teresa Katsogianos, Administrative Assistant; and Janet Moravec, Executive Administrative Assistant.

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

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

08.24.04 There was no **PUBLIC COMMENT**.

08.24.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Christine Maleska, of the Friends of the Library reported the August book sale brought in over \$25,000 and the Fall book sale is scheduled for November 9 and 10. Friends thanked both the facilities and information technology teams for all their valuable support with the sales.

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

08.24.06 Trustee Borrell moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 16, 2024 (Action Item 1)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

08.24.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2024 (Item 2)** – Mr. Driskell reported the library's real estate tax revenue totaled

\$2,951,624.65 for the month of July. The library received personal property replacement taxes (PPRT) in the amount of \$36,955.23. The library received \$767.21 of cash in lieu of land from the Village of Arlington Heights. The library received \$25,737.91 in interest income in July. The total revenue collected in July was \$3,023,142.09. With 58% of the fiscal year lapsed, 55% of the unaudited annual operating budget has been expensed and 18% of the total annual capital budget has been expensed.

- 08.24.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2024 (Action Item 3)** – Mr. Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Kelly moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF JULY 31, 2024, IN THE AMOUNT OF \$1,490,407.80.**

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

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

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

- 08.24.11 **NEW BUSINESS**

- **STAFF PRESENTATION ON 2024 ONE BOOK ONE VILLAGE PROMOTIONAL PLAN AND RELATED PROGRAMMING (Item 4)** - Programs and Exhibits Specialists Neal Parker and Nikki Camp and Director of Communications and Marketing Sasha Vasilic gave a presentation on the 2024 One Book, One Village selection of *The Collected Regrets of Clover* by Mikki Brammer.

- **MEDICAL INSURANCE REVIEW (Item 5)** - Human Resources Manager Lisa Haack and Finance Manager Traci Sara provided an evaluation of benefit incentives and review of current processes.

- **APPROVAL OF 2025 LIBRARY HOLIDAY DATES AND CLOSING SCHEDULE (Action Item 6)** – The board reviewed and approved a schedule of proposed library holiday dates and closing for 2025.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2025 LIBRARY HOLIDAY DATES AND CLOSING SCHEDULE.** Trustee Kelly seconded. All were in favor and the motion carried.

- 08.24.12 **OTHER**

- **2024 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE OCTOBER 8-10, 2024** – The Illinois Library Association Annual Conference will be held in Peoria, IL October 8-10.

- Mr. Driskell provided an update on the installation process of the internet content filters and the plans for the process to implement them.

- Mr. Driskell shared an update on the construction project to enhance the building structure to support the new cooling tower.

- Mr. Driskell updated the board on the construction project planned for the fall. The board discussed the possibility of changing the September Committee of the Whole Meeting to a Special Board Meeting to consider approval of construction bids.

There being no further business to discuss, Trustee Borrell moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:38 p.m.

Andi Ruhl, Vice President/Secretary

Janet Moravec, Recorder