

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JULY 15, 2025.

07.25.01 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 15, 2025, at 7:00 p.m. by President Amy Somary.

07.25.02 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, Director of Communications and Marketing; Traci Sara, Finance Manager; Janet Moravec, Executive Administrative Assistant and Lindsey Fish, Sikich LLP.

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

07.25.04 There was no **PUBLIC COMMENT**.

07.25.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Michael Driskell reported the Friends are on a summer hiatus but reported they are adding extra fundraising efforts in support of the new bookmobile at their August sale. The Friends plan to ask people to buy extra items, round up their purchase and purchase gift memberships.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation is also on summer break but reported they are at the Farmers Market all summer with the bookmobile, creating awareness of the Foundation and alerting guests to the need to raise funds for a new bookmobile. They are also taking orders for their bookmobile ornament. Thus far they have raised \$106,600 toward their goal of \$150,000 in support of assisting to purchase a new bookmobile. Their Development team is working on developing a raffle for the One Book One Villa Gala as well as planning for the International Woman's Day event next March. They are growing their board with a new Co-Chair in Marketing with a focus on social media and Co-Chairs for Technology.

07.25.06 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 17, 2025 (Action Item 1)**. Trustee Watts seconded. All were in favor and the minutes were approved as submitted.

07.25.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2025 (Item 2)** – Mr. Driskell reported the library's real estate tax revenue totaled

\$69,949.89 for the month of June. It was recently reported that second installment property tax bills for Cook County will be delayed due to processing delays related to the implementation of a new billing system. Tax bills will be delayed until at least the end of July and due no sooner than September. The library was awarded \$114,572.10 for the 2025 Illinois Public Library Per Capita grant. The library received \$1,299.33 of cash in lieu of land from the Village of Arlington Heights in June. June interest income was \$17,918.38. The Friends of the Library reimbursed the library \$7,234.82 in June. With 50% of the fiscal year lapsed, 51% of the unaudited annual operating budget has been expensed and 9% of the total annual capital budget has been expensed.

- 07.25.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2025 (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, 2025, IN THE AMOUNT OF \$1,192,653.60.** Trustee McClaney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

- 07.25.09 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the July 2025 Director’s Report.

07.25.10 **OLD BUSINESS**

- **REVIEW AND ACCEPTANCE OF THE ANNUAL FINANCIAL REPORT (Action Item 4)** – President Somary invited Lindsey Fish, with Sikich, LLP to join the table. Ms. Fish 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, 2024.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2024.** Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

07.25.11 **NEW BUSINESS**

- **AWARDING OF CONTRACT FOR THE PURCHASE OF A NEW LIBRARY BOOKMOBILE (Action Item 5)** – The library has been working with consultant Michael Swendrowski of Library Specialty Vehicles to plan for the replacement of the library’s 16-year-old bookmobile. Staff recently requested proposals for a replacement and received five proposals from major bookmobile manufacturers. After reviewing and

analyzing the proposals with the consultant, staff recommend the contract for the purchase of a new library bookmobile be awarded to TechOps.

Funding for the project will come in part from donations to the library and commitments from the Friends of the Library and the Arlington Heights Memorial Library Foundation totaling at least \$350,000.

Trustee Galla moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE CONTRACT FOR THE PURCHASE OF A NEW LIBRARY BOOKMOBILE TO TECHOPS IN AN AMOUNT NOT TO EXCEED \$612,675, PENDING REVIEW OF THE CONTRACT BY THE LIBRARY'S ATTORNEY.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

07.25.12 **OTHER**

- Mr. Driskell commented on the new StoryWalk at Recreation Park.
- Mr. Driskell shared the sad news of the passing of long-time staff member Jon Freier.
- President Somary commented on the library's participation in the 4th of July parade.
- President Somary shared the Illinois Library Association annual conference will take place October 14-16 at the Donald E. Stephens Convention Center in Rosemont. Mr. Driskell will be presenting a session *Survey Analysis Simplified: Leveraging AI Tools*.

07.25.13 President Somary moved **THE BOARD OF LIBRARY TRUSTEES ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO REVIEW EXECUTIVE DIRECTOR'S PERFORMANCE GOALS AND (2) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Galla seconded. All were in favor and the board went into closed session at 8:01 p.m.

The board returned to open session at 8:37 p.m.

President Somary moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES FROM NOVEMBER 6, 2023; NOVEMBER 21, 2023 AND DECEMBER 19, 2023.** Trustee Galla seconded.

Trustee Galla moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 15, 2025.** Trustee Medal 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 Kelly seconded. All were in favor and the meeting was adjourned at 8:40 p.m.

Jennifer Borrell, Vice President/Secretary

Janet Moravec, Recorder