

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 18, 2025.

11.25.01 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, November 18, 2025, at 7:00 p.m. by President Amy Somary.

11.25.02 Upon **ROLL CALL**, the following answered Present: Trustees Borrell, Kelly, McClaney, Medal, Watts and Somary.

Absent: Trustee Galla

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Sasha Vasilic, Communications and Marketing Director; Trixie Dantis, Youth Services Manager; Alejandria Galarza, Youth Services Librarian; Chrissy Dalton, Youth Services Advisor; Megan Maier, Administrative Assistant; Janet Moravec, Executive Administrative Assistant; and Lauree Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation.

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

11.25.04 There was no **PUBLIC COMMENT**.

11.25.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Executive Director Mike Driskell reported the Friends of the Library have begun planning for next year’s election.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Founder and Chair of the Arlington Heights Memorial Library Foundation, Lauree Harp, presented the 2025 Impact Report and noted that the donor base has expanded this year. She reported that six weeks remain to meet the \$150,000 fundraising goal pledged for the new bookmobile and expressed confidence that the goal will be met. She also announced that ornament distribution will begin on November 27, with sales concluding on December 1. Additionally, she shared that the Development Committee is actively planning the International Women’s Day event, titled “*Real Women, Remarkable Stories: Because Everyone’s Story Matters,*” with registration opening in January.

11.25.06 Trustee Kelly moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 21, 2025 (Action Item 1)**. Trustee Borrell seconded. All were in favor and the minutes were approved as submitted.

11.25.07 Trustee McClaney moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF**

COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 25, 2025 (Action Item 2). Trustee Watts seconded. All were in favor and the minutes were approved as submitted.

- 11.25.08 **AUTHORIZATION OF TRUSTEE EXPENDITURES (Action Item 3)** – The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursements to President Somary and Trustee Kelly for travel expenses incurred during the 2025 Illinois Library Association Annual Conference in Rosemont, IL were presented.

Trustee Borrell moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REIMBURSEMENT TO PRESIDENT SOMARY IN THE AMOUNT OF \$78.90 AND TRUSTEE KELLY IN THE AMOUNT OF \$32.50 FOR TRAVEL EXPENSES TO THE ILLINOIS LIBRARY ASSOCIATION CONFERENCE.**

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

- 11.25.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2025 (Item 4)** Mr. Driskell reported that the library did not receive any real estate tax revenue in October. He noted that Cook County mailed second installment property tax bills on November 14, with payment due December 15. The library received personal property replacement taxes (PPRT) in the amount of \$26,122.64 in October. October interest income was \$11,177.54. The Friends of the Library reimbursed the library \$14,475.17 in October. With 83% of the fiscal year lapsed, 82% of the unaudited annual operating budget has been expensed and 64% of the total annual capital budget has been expensed.

- 11.25.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2025 (Action Item 5)** – Mr. Driskell provided information in response to trustees' questions regarding individual expenditures.

Trustee Watts moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF OCTOBER 31, 2025, IN THE AMOUNT OF \$1,797,650.21.** Trustee Kelly seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Kelly, McClaney, Medal, Watts and Somary. Nay: none. The motion carried.

- 11.25.11 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the November 2025 Director's Report.

- **STAFF PRESENTATION ON TEEN SERVICES** – Youth Services Librarian Alejandria Galarza provided an overview of teen services.

11.25.12 There was no **OLD BUSINESS** to be discussed.

11.25.13 **NEW BUSINESS**

- **ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT REQUIREMENTS (Item 6)** Mr. Driskell presented the Illinois Public Library Per Capita grant requirements for FY2026.

11.25.14 **OTHER**

- Mr. Driskell reported that second-floor construction is progressing well. The final phase is scheduled to begin November 24 and conclude on December 19.

- Mr. Driskell reminded the board that the library will open late on Wednesday, November 19, due to a water shutoff related to Village construction. He stated the library will open within an hour after water service is restored.

- President Somary noted that Trustee Galla presented the library's budget to the Village Board on November 10 and that the presentation went well.

- President Somary reported that the Village of Arlington Heights recently posted an interim plan on immigration enforcement to its website and highlighted the library's "Rights & Resources" program.

- President Somary announced that the Mayor's Prayer Breakfast is scheduled for February 5 and encouraged trustees to attend.

- President Somary noted that a recent law update now requires trustees to complete annual sexual harassment training.

- President Somary reported that some comparable boards post meeting materials online prior to their meetings. She opened a discussion on increasing transparency by posting documents at least 24 hours in advance.

11.25.15 Trustee Kelly 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.** Trustee McClaney seconded. All were in favor and the committee went into closed session at 8:16 p.m.

The committee returned to open session at 9:05 p.m.

There being no further business to discuss, Trustee Borrel moved **ADJOURNMENT**. Trustee McClaney seconded. All were in favor and the meeting was adjourned at 9:06 p.m.

Jennifer Borrell, Vice President/Secretary

Janet Moravec, Recorder