



## Minutes

### 1. Call to order

President Reshkin called the meeting to order at 7:03 p.m. Secretary Snyder was physically present.

### 2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder were physically present.

### 3. Introduction of visitors

Also present were Director Anthony Auston, Assistant Director Maureen Galvan, Finance Manager Regina Stapleton, Administrative Coordinator Deborah Pettersen, Engberg Anderson architect Joe Huberty, and Andrea van der Hoek.

### 4. Minutes of previous meetings

- A. Approval of minutes: Regular Meeting of July 13, 2016; and meeting of the Committee to Review Open and Closed Session Minutes of August 8, 2016

Trustee Snyder moved, seconded by Trustee Boland, approval of the minutes of the Regular Meeting of July 13, 2016 and the Committee to Review Open and Closed Session Minutes of August 8, 2016.

Roll call vote:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

### 5. Financial report and authorization of expenditures

- A. Approval of Warrant 2017-2 in the amount of \$545,046.90

Trustee Jefferson moved, seconded by Snyder, that the Treasurer's financial report for the month ending July 31, 2016 be received and filed for audit and that Warrant 2017-2 for the month of August, 2016 in the amount of \$545,046.90, be approved and authorized for disbursement.

Roll call vote:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

B. Ratification of Contract

1. Groot Industries Inc., 1 year contract for waste removal and recycling services in the amount of \$3,527.52.

Trustee Jefferson moved, seconded by Trustee Snyder, ratification of the 1 year contract with Groot Industries Inc. for waste removal and recycling services in the amount of \$3,527.52.

Roll call vote:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

6. **President's report**

- A. Reminder of date for the Budget and Appropriations Ordinance hearing

The Budget and Appropriations Ordinance hearing is scheduled for September 14, 2016. The Regular Board Meeting will immediately follow the hearing.

- B. Discussion of fall long range planning meeting

The date of the Fall Long Range Planning meeting will be finalized at the September Board Meeting.

- C. Discussion of Library Board advocacy initiatives

Trustee Rodgers reported he and Director Auston had a conference call with John Chrastka, from EveryLibrary. Trustee Rodgers recommended that John Chrastka meet with the Board in December to discuss library advocacy.

Trustee Boland stated she will be attending the Harper Board Meeting on August 17, 2016.

## 7. Public comment

None.

## 8. Director's report

### A. Presentation of engineering study and long range plan for Library's structure and building components

Engberg Anderson architect/consultant Joe Huberty presented various components of the Engineering Study and discussed how to use the document as a long range planning tool for maintenance of the Library's structure and building components.

President Reshkin thanked him for his thorough report.

### B. Review of FY15-16 Circulation and Quarterly Statistical Summary

Director Auston reviewed the FY 2015-2016 Circulation and Quarterly Statistical reports. There will be an infographic in the upcoming newsletter summarizing the information contained in these reports.

### C. Approval of certification of the annual report (IPLAR) to the State Library per ILCS 16/30-65

Trustee Rodgers moved, seconded by Trustee Reshkin, that the Illinois Public Library Annual Report be approved and submitted as presented.

Roll call vote:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

## 9. Other Reports

### A. Friends of the Palatine Library

Director Auston reported 227 volunteer hours for the month of July. The next Board meeting is August 31, 2016. The next used book sale is October 14, 15, and 16, 2016.

### B. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on July 29, 2016. The Foundation received a small donation this month and currently has a

balance of \$2,014.82. The Foundation will meet on August 19, 2016 and will discuss a spring fundraising event.

C. RAILS

Trustee Snyder stated the new website has launched. Arlington Heights Memorial Library is discussing a proposed branch. The B'LONG Quarterly Outreach meeting will be at the Schaumburg Township District Library on September 9, 2016.

D. Office Park Association annual meeting

Assistant Director Galvan confirmed that the Office Park made the final payment to the Village for underground utilities in July. She discussed proposed sidewalks that will make the office park more pedestrian friendly.

E. Policy Committee

1. Review and approval of proposed revisions to Policy 10: Digital Resources; Appendix 19: Use of Digital Resources; and Appendix 21: Request to Permit Child's Access to Unfiltered Internet

Trustee Reshkin moved, seconded by Trustee Jefferson, approval of the proposed revisions and reapproval of all other sections of Policy 10: Digital Resources; Appendix 19: Use of Digital Resources; and Appendix 21: Request to Permit Child's Access to Unfiltered Internet as presented, effective September 1, 2016.

Roll call vote:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board recessed at 8:40 p.m.

The Board reconvened at 8:48 p.m.

F. Report of the Committee to Review Open and Closed Session Minutes

1. Closed session for the purpose of the review of closed session minutes in compliance with 5 ILCS 120/2(c)(21)

Trustee Boland moved, seconded by Trustee Polka, that the Board go into closed session for the purpose of review of closed session minutes in compliance with 5 ILCS 120/2(c) (21).

Roll call:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board went into closed session at 8:48 p.m. and reconvened to open session at 9:03.

2. Approval of minutes of previous meetings as corrected: Budget Committee of April 18, 2016; Budget Committee of April 25, 2016; Regular Meeting of June 8, 2016

Trustee Boland moved, seconded by Trustee Snyder, approval of minutes of the following meetings of the Budget Committee and the Board of Library Trustees as corrected:

Budget Committee Meeting April 18, 2016

Budget Committee Meeting April 25, 2016

Regular Board Meeting June 8, 2016

Roll call:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Polka, approval of minutes of the following closed meetings of the Board of Library Trustees as presented:

Regular Board Meeting February 10, 2016

Regular Board Meeting May 11, 2016

Roll call:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

3. Action on closed session minutes and verbatim audio recordings

Trustee Boland moved, seconded by Trustee Polka, the following sets of approved closed session minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection:

Regular Board Meeting February 10, 2016  
Regular Board Meeting May 11, 2016

Roll call:

Ayes: Boland, Jefferson, Polka, Reshkin,  
Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Rodgers, the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no less than 18 months after completion of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection:

Regular Board Meeting February 2, 2014  
Regular Board Meeting April 9, 2014  
Regular Board Meeting May 14, 2014  
Special Meeting May 21, 2014  
Special Meeting July 25, 2014  
Special Meeting July 26, 2014  
Special Meeting August 6, 2014  
Regular Board Meeting August 13, 2014  
Regular Board Meeting November 12, 2014

Roll call:

Ayes: Boland, Jefferson, Polka, Reshkin,  
Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

G. Director's Review Committee

1. Closed session for the purpose of discussion of the appointment, employment, compensation, discipline, performance or dismissal of a specific employee in compliance with 5 ILCS 120/2(c)(1).

Trustee Boland moved, seconded by Trustee Jefferson, that the Board go into closed session for the purpose of discussion of the appointment, employment, compensation, discipline, performance or dismissal of a specific employee in compliance with 5 ILCS 120/2(c)(1).

Roll call:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board went into closed session at 9:09 p.m. and reconvened to open session at 9:59.

2. Establish the Director's salary

Trustee Boland moved, seconded by Trustee Jefferson, to establish the Director's salary as \$115,600.00, effective August 1, 2016.

Roll call vote:

Ayes: Boland, Jefferson, Polka, Reshkin, Rodgers, and Snyder.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

**10. Correspondence**

An email was sent to the board on July 18 regarding a personnel issue. The Board President responded on behalf of the Board.

**11. Unfinished business**

None.


**12. New business – for announcement, deliberations, and/or discussion  
no official action will be taken**

None.

**13. Adjournment**

President Reshkin adjourned the meeting at 10:01 p.m.

Approved: 14 September 2016

  
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Karen M. Reshkin, President

  
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Hal Snyder, Secretary