



## Minutes

### 1. Call to order

President Reshkin called the meeting to order at 7:00 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, Snyder, and Vanderhoek were physically present. Trustee Rodgers was absent.

### 3. Introduction of visitors

Also in attendance were Director Anthony Auston, Assistant Director Maureen Galvan, Assistant Director Melissa Gardner, Finance Manager Regina Stapleton, Popular Materials Manager Kathleen Burns, Administrative Coordinator Deborah Pettersen, George Roach of George Roach Associates, Friends Representative Mark Hamlen, Debby Brauer, and Jeffrey Westhoff.

### 4. Minutes of previous meetings

- A. Approval of minutes: Regular Meeting of September 14, 2016, Public Hearing for the Budget and Appropriations Ordinance of September 14, 2016

Trustee Snyder moved, seconded by Trustee Boland, approval of the minutes of the Regular Meeting of September 14, 2016 and the Public Hearing for the Budget and Appropriations Ordinance of September 14, 2016 as presented.

Roll call vote:

Aye: Boland, Jefferson, Polka, Reshkin, Snyder, and Vanderhoek

Nay: None.

Abstain: None.

Absent: Rodgers. **Motion carried.**

### 5. Financial report and authorization of expenditures

A. Approval of Warrant 2017-4 in the amount of \$479,314.36

Trustee Jefferson moved, seconded by Trustee Polka, that the Treasurer's financial report for the month ending September 30, 2016 be received and filed for audit and that Warrant 2017-4 for the month of October, 2016 in the amount of \$479,314.36, be approved and authorized for disbursement.

Roll call vote:

Aye: Boland, Jefferson, Polka, Reshkin, Snyder, and Vanderhoek

Nay: None.

Abstain: None.

Absent: Rodgers. **Motion carried.**

B. Ratification of contracts

1. T.L. Scott, annual contract for provision of snow removal and application of salt for a fee of \$275 per plowing event and \$175 per salt application

Trustee Jefferson moved, seconded by Trustee Polka, ratification of the annual contract with T.L. Scott for provision of snow removal and application of salt for a fee of \$275 per plowing event and \$175 per salt application.

Roll call vote:

Aye: Boland, Jefferson, Polka, Reshkin, Snyder, and Vanderhoek

Nay: None.

Abstain: None.

Absent: Rodgers. **Motion carried.**

C. Transfer from Corporate Fund to IMRF Fund in the amount of \$35,000, and from Corporate Fund to Special Reserve Fund in the amount of \$165,000, per 75 ILCS 16/40-50

Trustee Jefferson moved, seconded by Trustee Polka, that the amount of \$35,000 be transferred from the Corporate Fund to the IMRF Fund, and that the amount of \$165,000 be transferred from the Corporate Fund to the Special Reserve Fund, pursuant to 75 ILCS 16/40-50.

Roll call vote:

Aye: Boland, Jefferson, Polka, Reshkin, Snyder, and Vanderhoek

Nay: None.

Abstain: None.

Absent: Rodgers. **Motion carried.**

**6. President's report**

- A. Reminder of date for fall long range planning meeting, and request for agenda topics for forthcoming long range planning meeting

The Long Range Planning Meeting is scheduled for Saturday, November 12, 2016 at 9:00 a.m. in the Board Room. Trustees should submit agenda topics to President Reshkin.

- B. Appointment of staff to serve as Deputy Election Clerks

Secretary Snyder serves as the Library's Official Election Clerk. Deborah Pettersen and Mary Schaeffer will serve as Deputy Election Clerks.

- C. Proclamation of October 16-22, 2016, as Friends of Libraries week

President Reshkin thanked the Friends for their ongoing support of the Library. She highlighted several ways the Friends have supported the Library, including provision of prizes and incentives for the Summer and Winter Reading Programs, donations of funds for renovations, and assistance with the purchase of Library vehicles.

President Reshkin read the Proclamation declaring October 16-22, 2016 as Friends of the Libraries week. She presented the Proclamation to Friends' Representative Mark Hamlen.

- D. Review of Library Board advocacy activities

Trustee Snyder reported on recent trustee advocacy activities. Trustee Rodgers attended the Chamber of Commerce Legislative Breakfast and reached out to local elected officials. Trustee Vanderhoek attended the District 15 Referendum Meeting at Virginia Lake Elementary School. Trustee Snyder will be at the October 15<sup>th</sup> Farmer's Market.

Trustee Snyder reported that EveryLibrary had a call-in session with updates on 2016 campaigns on Monday, October 10, 2016. Trustee Snyder will send the link once the recorded session has been posted.

**7. Public comment**

None.

**8. Director's report**

A. Receipt of annual audit

George Roach of George Roach Associates reviewed the FY 2015-2016 annual audit. He recommended additional funds be added to the Special Reserve Fund for future long range projects.

**9. Other Reports**

A. Friends of the Palatine Library

Friends' representative Mark Hamlen thanked the Board for the Proclamation recognizing the Friends' work.

He reported 193 volunteer hours for the month of September. The next Friends Board meeting is November 30, 2016. The next sale is October 14, 15, 16, 2016, and the holiday sale is November 18, 19, 20, 2016.

B. Palatine Public Library District Foundation

Trustee Jefferson reported the Foundation met on September 16, 2016. They are planning on a Dine & Share fundraiser in the spring, and are discussing additional fundraising options. Their next meeting is October 17, 2016.

C. RAILS

Trustee Snyder attended the quarterly meeting of B'Long, RAILS Bookmobile and Library Outreach Networking Group, and the RAILS workshop on Parliamentary procedure "Keys to Running a More Successful Board Meeting".

D. Policy Committee

1. Review and discussion of: Policy 4: Library Administration; Appendix 1: The Role of the Board of Trustees; Appendix 2: The Role of the Trustee; Appendix 3: ALA Statement of Ethics for Public Library Trustees; Appendix 4: The Role of the Director; Appendix 5: ALA Statement of Professional Ethics; and Appendix 16: Rules of Procedure for Public Meetings and Hearings

The Board discussed proposed changes to Policy 4, Appendices 1 – 5, and Appendix 16.

**10. Correspondence**

None.

**11. Unfinished business**

Director Auston updated the Board on the viability of solar panels for the Library. Citing the professional opinions of past project architects and engineers, only the west side of the building would be suitable for solar panels, with limited options for the application of the harvested energy, and a minimal/slow rate of return. Director Auston is monitoring the current renovation of the Indian Trails Public Library District, where a geothermal energy solution is being installed. A geothermal solution would be similarly relevant for Palatine's Main Library, and would offer the Library a better long term return on investment.


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

None.

**13. Adjournment**

President Reshkin adjourned the meeting at 7:59 p.m.

Approved:  11-9-2016

  
Karen M. Reshkin, President

  
Hal Snyder, Secretary