

## **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, Rodgers, Snyder, and Vanderhoek were physically present.

### **3. Introduction of visitors**

Also in attendance were Director Anthony Auston, Assistant Director Maureen Galvan, Assistant Director Melissa Gardner, Finance Manager Regina Stapleton, Administrative Coordinator Deborah Pettersen, staff member Rachael Campbell, TAB representative Emily Steinebrey, and Jeffrey Westhoff.

### **4. Minutes of previous meetings**

#### **A. Approval of minutes: Regular Meeting of October 12, 2016**

Trustee Snyder moved, seconded by Trustee Boland, approval of the minutes of the Regular Meeting of October 12, 2016 as presented.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

### **5. Financial report and authorization of expenditures**

#### **A. Approval of Warrant 2017-5 in the amount of \$561,900.40**

Trustee Jefferson moved, seconded by Trustee Polka, that the Treasurer's financial report for the month ending October 31, 2016 be received and

filed for audit and that Warrant 2017-5 for the month of November, 2016 in the amount of \$561,900.40, be approved and authorized for disbursement.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

B. Review of preparation process for annual tax levy

Director Auston discussed the preparation process for the annual tax levy and the reallocation of funds.

C. Adoption of Ordinance 2017-2, Fiscal Year 2016/2017 Tax Levy in the amount of \$6,506,966

Trustee Jefferson moved, seconded by Trustee Polka, adoption of Ordinance 2017-2, an ordinance levying and assessing taxes of the Palatine Public Library District, Cook County, Illinois in the amount of \$6,506,966 for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

D. Posting of audit online and filing of Annual Statement of Receipts and Disbursements

Finance Manager Stapleton reported that the annual audit has been posted online and the Annual Statement of Receipts and Disbursement will be filed with the State of Illinois.

**6. President's report**

A. Reminder of date for fall long range planning meeting

The Fall Long Range planning meeting will be held on Saturday, November 12, 2016 at 9:00 a.m. in the Board Room.

B. Trustee attendance at ILA Trustee Day

Trustees Jefferson and Reshkin attended ILA Trustee Day on October 20, 2016. They highlighted various workshops they attended.

D. Review of Library Board advocacy activities

Trustee Snyder reported that Trustee Polka forwarded a report on the District 15 referendum. Trustees Boland and Snyder viewed an EveryLibrary YouTube video on library advocacy; they encouraged Trustees to also view the video. Trustee Snyder was at the Library's booth at the Farmer's Market on October 15, 2016.

Trustee Rodgers reported that John Chrastka of EveryLibrary will attend the December Board meeting to discuss library advocacy.

**7. Public comment**

None.

**8. Director's report**

A. Annual summary of Library insurance

Director Auston reported on the Library's second year as a member of the Libraries of Illinois Risk Agency (LIRA). There are currently 43 libraries enrolled in LIRA. The annual meeting is November 10, 2016. It is expected that premiums will again be reduced this year.

B. Review and approval of contract with Management Association for human resources compensation and market benchmarking study per Strategic Plan goal III.G. in the amount of \$9,200

Trustee Rodgers moved, seconded by Trustee Snyder, approval of the contract with Management Association for a human resources compensation and market benchmarking study per Strategic Plan Goal III.G., in the amount of \$9,200.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

## 9. Other Reports

### A. Friends of the Palatine Library

Director Auston reported 417 volunteer hours for the month of October. The Holiday sale is November 18, 19, 20, 2016. The next Friends Board meeting is November 30, 2016.

### B. Palatine Public Library District Foundation

Trustee Jefferson reported the Foundation met on October 17, 2016. The Meal Deal fundraiser is tentatively scheduled for April, 2017. Additional fundraising opportunities will be discussed at their next meeting on December 12, 2016.

### C. RAILS

The Community Engagement Networking Group will meet on November 29, 2016 at the Schaumburg Township District Library.

### D. Teen Advisory Board

Staff member Rachael Campbell introduced Emily Steinebrey, the 2016-2017 TAB Liaison.

TAB Liaison Steinebrey reported TAB met on November 8, 2016 and introduced their Executive Board. TAB discussed various projects for the upcoming year, including a Superhero Fanfest in April.

### E. Policy Committee

#### 1. Review and discussion of: Policy 5: Financial Management

Director Auston reviewed the committee's minor proposed changes to Policy 5: Financial Management.

#### 2. Approval of proposed revisions to 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

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the proposed revisions and reapproval of all other

sections of Policy 4: Library Administration as presented effective December 1, 2016.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the proposed revisions to Appendix 1: The Role of the Board of Trustees, Appendix 3: ALA Statement of Ethics for Public Library Trustees, and Appendix 4: The Role of the Director, as presented, effective December 1, 2016.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Vanderhoek, reapproval of Appendix 2: The Role of the Trustee; Appendix 5: ALA Statement of Professional Ethics; and Appendix 16: Rules of Procedure for Public Meetings and Hearings.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

**10. Closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5ILCS 120/2 (c)(2)**

Trustee Boland moved, seconded by Trustee Polka, that the Board go into closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (c)(2).

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board went into closed session at 7:51 p.m. and reconvened to open session at 8:28 p.m.

**11. Correspondence**

An email was sent to the board on November 7 regarding fines on DVD's returned late. The Board President responded on behalf of the Board.

**12. Unfinished business**

None.

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

None.

**14. Adjournment**

President Reshkin adjourned the meeting at 8:32 p.m.

Approved: 14 December, 2016



Karen M. Reshkin, President



Hal Snyder, Secretary