

## 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, Reshkin, Rodgers, Snyder, and Vanderhoek were physically present. Trustee Polka 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, Marketing and Communications Manager Andrea Lublink, Administrative Coordinator Deborah Pettersen, Library Associate III Scott Lemerand, John Chrastka of EveryLibrary, Friends Representative Mark Hamlen, TAB Representative Emily Steinebrey, Jeffrey Westhoff, Debby Brauer, Peter Cho, Valerie Sherman, David Musser, and Gaurav Singh.

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

#### **A. Approval of minutes: Regular Meeting of November 9, 2016; and Special Meeting of November 12, 2016**

Trustee Snyder moved, seconded by Trustee Rodgers, approval of the minutes of the Regular Meeting of November 9, 2016 and the Special Meeting of November 12, 2016 as presented.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: Polka. **Motion carried.**

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

A. Approval of Warrant 2017-6 in the amount of \$479,638.83

Trustee Jefferson moved, seconded by Trustee Boland, that the Treasurer's financial report for the month ending November 30, 2016 be received and filed for audit and that Warrant 2017-6 for the month of December, 2016 in the amount of \$479,638.83, be approved and authorized for disbursement.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: Polka. **Motion carried.**

6. **President's report**

A. Appointment of Committee to Review Closed Session Minutes

Trustees Boland (Chair) and Rodgers were appointed to the Committee to Review Closed Session Minutes.

B. Appointment of Committee to Review Contents of Lock Box

Trustees Snyder (Chair) and Vanderhoek were appointed to the Committee to Review Contents of Lock Box.

C. Appointment of Community Connection Committee

Trustees Vanderhoek (Chair), Boland, Jefferson, Reshkin, Rodgers, and Snyder were appointed to the Community Connection Committee.

D. Adoption of Ordinance 2017-3, Schedule of dates for regular Board meetings for 2017

Trustee Boland moved, seconded by Trustee Vanderhoek, the adoption of Ordinance 2017-3, Schedule of dates for regular Board meetings for 2017, as presented.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: Polka. **Motion carried.**

E. Approval of annual Board Calendar

Trustee Vanderhoek moved, seconded by Trustee Snyder, approval of the annual Board Calendar as presented.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: Polka. **Motion carried.**

F. Review of Library Board advocacy activities

Trustee Snyder reported that Trustee Rodgers attended an open house at Palatine Village Hall on November 19, 2016.

Trustees Snyder and Boland canvased for signatures for trustee candidates.

**7. Public comment**

None.

**8. Director's report**

A. Discussion of Long Range Plan, Fiscal Years 2017-2021

Director Auston discussed the Long Range Plan for fiscal years 2017-2021. The plan will be on the January agenda for approval. Comments should be forwarded to Director Auston.

B. Guest presentation: John Chrastka, EveryLibrary

John Chrastka of EveryLibrary discussed the role of the Library as a transformative force in the community, shared data about voter support of libraries, and reviewed the process of developing community support for library initiatives.

C. Privacy Audit report

Director Auston reviewed the annual Privacy Audit report.

D. Annual adoption of participation and method of assessment for non-resident library cards

Trustee Boland moved, seconded by Trustee Jefferson, that for the calendar year 2017, the Palatine Public Library District issue non-resident library cards to individuals residing in unserved areas using the tax bill methods set forth in 23 Ill. Admin Code Title 23, Section 3050.60(b) to calculate non-resident library card fees; and with regard to non-resident renters, the fee shall be 15 percent of monthly rent, with a minimum annual fee of \$150.00.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: Polka. **Motion carried.**

E. Adoption of Resolution 2017-1, Establishing Expense Reimbursement Policy

Trustee Vanderhoek moved, seconded by Trustee Boland, the adoption of Resolution 2017-1, a Resolution establishing an Expense Reimbursement Policy.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: Polka. **Motion carried.**

F. Approval of Illinois State Library Per Capita Grant application

Trustee Vanderhoek moved, seconded by Trustee Rodgers, that the Illinois State Library Per Capita Grant application be approved and submitted as presented.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: Polka. **Motion carried.**

**9. Other Reports**

A. Friends of the Palatine Library

Friends' representative Hamlen reported 373 volunteer hours for November. Holiday Sale revenues were approximately \$8,700.

B. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on December 12, 2016. The Dine & Share fundraiser is currently scheduled for April 26, 2017. The Foundation renewed their website domain.

C. RAILS

Trustee Snyder reported the Legislative Breakfast is February 20, 2017 and the Trustee Forum is February 18, 2016. There are multiple Trustee resources online. Trustee Snyder attended the Community Engagement Networking Group in Schaumburg on November 29, 2016.

D. Teen Advisory Board

TAB representative Steinebrey reported on the December 13, 2016 meeting. Items discussed included attracting more teens to the Library, the upcoming Winter Reading Program, and programming for teens. Akash Mukherjee, last year's TAB representative, received the Rising Star award from the Palatine Chamber of Commerce.

E. Policy Committee

1. Review of proposed revisions to Policy 8-8: Meeting Rooms

Director Auston discussed Policy 8-8: Meeting Rooms. Policy 8-8 will be on the January agenda for approval.

2. Approval of proposed revisions to Policy 5: Financial Management

Trustee Reshkin moved, seconded by Trustee Vanderhoek, approval of the proposed revisions and reapproval of all other sections of Policy 5: Financial Management, as presented, effective January 1, 2017.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: Polka. **Motion carried.**

**11. Correspondence**

None.

**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 9:13 p.m.

Approved: January 11, 2017

Karen M. Reshkin  
Karen M. Reshkin, President

Hal Snyder  
Hal Snyder, Secretary