



## **Minutes**

### **1. Call to order**

President Reshkin called the meeting to order at 7:02 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, Technology Manager Susan Conner, Librarian Carly Thompson, Administrative Coordinator Deborah Pettersen, TAB Liaison Emily Steinebrey, Jeffrey Westhoff, Debby Brauer, and Peter (Sung) Cho.

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

- A. Approval of minutes: Regular Meeting of January 11, 2017; January 14, 2017 meeting of the Committee to Review Contents of Lock Box; and the January 12, 2017 and January 17, 2017 meetings of the Committee to Review Closed Session Minutes

Trustee Snyder moved, seconded by Trustee Polka, approval of the minutes of the Regular Meeting of January 11, 2017; the January 14, 2017 meeting of the Committee to Review Contents of Lock Box; and the January 12, 2017 and January 17, 2017 meetings of the Committee to Review Closed Session Minutes 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 2017-8 in the amount of \$471,734.55

Trustee Jefferson moved, seconded by Trustee Polka, that the Treasurer's financial report for the month ending January 31, 2017 be received and filed for audit and that Warrant 2017-8 for the month of February, 2017 in the amount of \$471,734.55, 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. Overview of Library's information on current tax bills

Finance Manager Stapleton stated that tax bills have been mailed. The Library should receive the majority of the revenues mid-February through March. She distributed information on the Library's liability as listed on the tax bills.

C. Ratification of contracts

1. Annual contract with T.L. Scott for lawn maintenance for the period of April 1 through November 30, 2017 in the amount of \$540.00 per month

Trustee Jefferson moved, seconded by Trustee Vanderhoek, ratification of the annual contract with T.L. Scott for lawn maintenance for the period of April 1 through November 30, 2017 in the amount of \$540.00 per month.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

6. **President's report**

A. Report of the Committee to Review Contents of Lock Box

Trustee Snyder reported that the Committee met on January 14, 2017. The contents of the Lock Box were reviewed and the inventory was updated.

President Reshkin thanked them for their service and the Committee was disbanded.

B. Review of Library Board advocacy activities

Trustee Snyder reported that he attended a League of Women Voters event, and met with the Harper College radio station manager. Several trustees attended the Mayor's State of the Village Address. Two Trustees are attending the ILA Trustee Workshop on February 18, 2017, and five Trustees are attending the Legislative Breakfast on February 20, 2017.

C. Set date for the spring planning meeting

The Spring Planning Meeting has been scheduled for Saturday, March 11, 2017 at 9:00 a.m.

**7. Public comment**

None.

**8. Director's report**

A. Technology Plan goals progress report

The Technology Plan goals progress report was included in the February Director's Report. Assistant Director Gardner and Technology Manager Conner answered questions regarding the Technology Plan.

B. Review and approval of proposal from Engberg Anderson Architects to manage design, bidding, installation, and provision of engineering, documentation, installation reviews, and commissioning of Special Reserve Fund project to 1) completely replace underground parking garage fire suppression system, and 2) completely replace electric boiler in the amount of \$40,500

Trustee Jefferson moved, seconded by Trustee Vanderhoek, approval of the contract with Engberg Anderson Architects for management of design, bidding, installation, and provision of engineering, documentation, installation reviews, and commissioning of Special Reserve Fund project to 1) completely replace underground parking garage fire suppression system, and 2) completely replace electric boiler in the amount of \$40,500.

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

The Friends next used materials sale is scheduled for February 17, 18, and 19, 2017.

### B. Palatine Public Library District Foundation

Trustee Jefferson reported the Foundation met on January 16, 2017. The Foundation has committed up to \$300 for the upcoming Community Connection event. The Foundation's Dine and Share fundraising event is April 26, 2017. Their next meeting is scheduled for February 13, 2017.

### C. RAILS

Trustee Snyder reviewed several upcoming events including Meeting Adult Education Needs, Serving Patrons with Dementia, Programming Ideas for Makerspace, and Making Meetings Work.

### D. Teen Advisory Board

TAB Liaison Steinebrey reported TAB is currently organizing their Superhero Fan Fest event. The event will take place in late March.

### E. Policy Committee

#### 1. Review of proposed revisions to Policy 2: Library Cards and Accounts

Director Auston reviewed proposed revisions to Policy 2: Library Cards and Accounts. Policy 2 will be on the March agenda for approval.

### F. Committee to Review Closed 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 Rodgers, that the Board go into closed session for the purpose of the review of closed session minutes in compliance with 5 ILCS 120/2(c)(21).

Trustee Boland withdrew her motion. The Board did not go into closed session.

2. Action on closed session minutes and verbatim audio recordings

Trustee Boland moved, seconded by Trustee Snyder, that the minutes of the following closed meetings of the Board of Library Trustees be approved as presented:

Director's Review Committee Meeting 07/08/16  
Regular Board Meeting 11/09/16

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 Rodgers, that the minutes of the following closed meetings of the Board of Library Trustees be approved as corrected:

Special Meeting 08/09/16  
Regular Board Meeting 08/10/16 (2 sets)

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 Polka, that 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 08/10/16 (2 sets)  
Regular Board Meeting 11/09/16  
Director's Review Committee Meeting 07/08/16  
Special Meeting 08/09/16

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 Snyder, that 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 02/12/14

Regular Board Meeting 04/09/14

Regular Board Meeting 05/14/14

Special Meeting 05/21/14

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

President Reshkin thanked them for their service and the Committee was disbanded.

## **10. Correspondence**

Trustees received introductory correspondence from State Senator Tom Rooney.

## **11. Unfinished business**

None.

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


Trustee Jefferson stated he was pleased to see the increase in attendance at programs at the Rand Road Branch.


President Reshkin congratulated staff on the success of the Winter Reading Program, including the increase in sign-ups and exceeding the reading goal.

### 13. Adjournment

President Reshkin adjourned the meeting at 8:03 p.m.

Approved: 3/8/2017

  
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Karen M. Reshkin, President

  
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Hal Snyder, Secretary