



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 vote, 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, Popular Materials Manager Kathleen Burns, Technology Manager Susan Conner, Administrative Coordinator Deborah Pettersen, Friends President Mark Hamlen, Debby Brauer, Valerie Sherman, and Jeffrey Westhoff.

4. Minutes of previous meetings

- A. Approval of minutes: Regular Meeting of April 12, 2017, Special Meeting of April 18, 2017, and Budget Committee Meeting of April 26, 2017

Trustee Snyder moved, seconded by Trustee Polka, approval of the minutes of the Regular Meeting of April 12, 2017, the Special Meeting of April 18, 2017, and the Budget Committee Meeting of April 26, 2017, as presented.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

5. Financial report and authorization of expenditures

A. Approval of Warrant 2017-11 in the amount of \$492,531.97

Trustee Jefferson moved, seconded by Trustee Rodgers, that the Treasurer's financial report for the month ending April 30, 2017 be received and filed for audit and that Warrant 2017-11 for the month of May, 2017 in the amount of \$492,531.97, be approved and authorized for disbursement.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

B. Approval of Contracts

1. Renewal of contract with Hayes Mechanical for preventive maintenance on the Main Library's HVAC systems for a period of three years in the amount of \$3,960.00 per year, for a contract total of \$11,880.00

Trustee Jefferson moved, seconded by Trustee Polka, approval of the renewal of the contract with Hayes Mechanical for preventive maintenance on the Main Library's HVAC systems for a period of three years in the amount of \$3,960.00 per year, for a contract total of \$11,880.00.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

2. Renewal of annual contract with Computer View, Inc. for provision of network management services in the amount of \$80,800.00

Trustees Jefferson moved, seconded by Trustee Polka, approval of the renewal of the annual contract with Computer View, Inc. for provision of network management services in the amount of \$80,800.00.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

3. Renewal of annual contract with Innovative Interfaces, Inc. provision of the Library's Integrated Library System in the amount of \$83,794.64

Trustee Jefferson moved, seconded by Trustee Boland, approval of the renewal of the annual contract with Innovative Interfaces, Inc. provision of the Library's Integrated Library System in the amount of \$83,794.64.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

6. President's report

A. Appointment of Nominating Committee

Trustees Snyder (chair) and Trustee Polka were appointed to the Nominating Committee.

B. Recognition of retiring Trustees

Trustee Jefferson thanked retiring Trustees Reshkin, Polka, and Rodgers for their years of leadership and service for the people of the Palatine Public Library District. Director Auston thanked them for their service and presented them with framed pictures of the Library.

C. Review of Library Board advocacy activities

Trustee Vanderhoek reported on the Community Connection event of April 28, 2017. There was positive feedback from attendees. She thanked staff for their presentations.

Trustee Snyder reported at least 500 attendees at the March for Science on April 22, 2017. Among its outcomes, the march helped draw attention to the science resources available at the Library.

7. Public comment

None.

8. Director's report

A. Update on financial plan and Ehlers financial advisory services

Director Auston met with Ehlers to discuss the content of the financial plan. Ehlers will present their initial report to the Board at the July Regular Meeting.

B. Report on facilities work completed for the current fiscal year and plans for Fiscal Year 2017-2018

Director Auston reviewed facilities work completed in FY 2016-2017 and projects planned for FY 2017-2018.

C. Approval of contract with Automatic Fire Systems for replacement of underground parking garage fire suppression system in the amount of \$138,723

Trustee Rodgers moved, seconded by Trustee Vanderhoek, approval of the contract with Automatic Fire Systems for replacement of the underground parking garage fire suppression system in the amount of \$138,723.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

D. Approval of contract with JR Industries for replacement of primary boiler in the amount of \$148,700

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the contract with JR Industries for replacement of the primary boiler in the amount of \$148,700.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

- E. Approval of contract with Library Market for update and development of the Library website in the amount of \$18,900

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the contract with Library Market for the update and development of the Library website in the amount of \$18,900.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

9. Other Reports

- A. Friends of the Palatine Library

Friends President Hamlen reported 171 volunteer hours for the month of April. Their next Board Meeting is May 31, 2017. Their next sale is June 16-18, 2017. Their Annual Meeting is scheduled for June 21, 2017.

- B. Palatine Public Library District Foundation

Trustee Jefferson reported the Foundation met on April 14, 2017. Their next meeting is June 16, 2017 at 8:00 a.m., where they will discuss membership and fundraising. Their recent Photos Dine and Share revenues were \$271.22.

- C. RAILS

Trustee Snyder highlighted several upcoming events at RAILS.

- D. Teen Advisory Board

None.

- E. Report on upcoming Summer Reading Program

Popular Materials Manager Burns reported on the Summer Reading Program, "Reading by Design". The Program will start on June 1st and conclude on August 15th. Summer Reading Kick-Off event will be held Saturday, June 3, 2017.

F. Policy Committee

1. Review and approval of proposed revisions to Policy 1: Policy Development; and Appendix 15: Guidelines for the Development and Implementation of Policies

Trustee Boland moved, seconded by Trustee Reshkin, approval of the proposed revisions to Policy 1: Policy Development; and Appendix 15: Guidelines for the Development and Implementation of Policies as presented, effective June 1, 2017.

Roll Call Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

G. Budget Committee

1. Review of draft Working Budget for Fiscal Year 2017-2018

The Budget Committee and Director Auston presented the draft Working Budget for Fiscal Year 2017-2018. The Budget will be on the June agenda for approval.

10. 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 Vanderhoek moved, seconded by Trustee Snyder, that the Board go into closed session of 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 Vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board went into closed session at 8:34 p.m. and reconvened to open session at 9:15 p.m.

11. Correspondence

The Board received an inquiry by email from a bank with regard to presentations on general finance and/or online security.

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 9:18 p.m.

Approved: 6-14-17



President



Secretary