



**Minutes**

**1. Call to order**

President Jefferson called the meeting to order at 7:00 p.m. Secretary Westhoff was physically present.

**2. Roll call/Trustee requests to attend meeting via electronic means**

Upon roll call, Trustees Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff were physically present.

**3. Introduction of visitors**

Also in attendance were Interim Director Melissa Gardner, Assistant Director Maureen Galvan, Finance Manager Regina Stapleton, Administrative Coordinator Deborah Pettersen, Friends Representative Jill Jensen, League of Women Voters Representative Ann Kennedy, and Patricia Polka.

**4. Minutes of previous meetings**

A. Approval of minutes: Regular Meeting of June 14, 2017, Special Meeting of June 22, 2017

Trustee Westhoff moved, seconded by Trustee Vanderhoek, approval of the Minutes of the Regular Meeting of June 14, 2017, and the Special Meeting of June 22, 2017, as presented.

Roll call vote:

Aye: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

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

A. Approval of Warrant 2018-1 in the amount of \$723,361.87

Trustee Snyder moved, seconded by Trustee Brauer, that the Treasurer's financial report for the month ending June 30, 2017, be received and filed for audit and that Warrant 2018-1 for the month of July 2017, in the amount of \$723,361.87, be approved and authorized for disbursement.

Roll call vote:

Aye: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

B. Receipt of semiannual Statement of Receipts and Expenditures (in compliance with 50 ILCS 305/1)

Trustee Snyder stated he has received and reviewed the Statement of Receipts and Expenditures for January 1, 2017, through June 30, 2017.

**6. President's report**

A. Appoint Policy Committee

President Jefferson appointed Trustees Boland (Chair) and Brauer to the Policy Committee.

B. Set date for Budget and Appropriations Ordinance hearing

The Budget and Appropriations Ordinance hearing will be held at 7:00 p.m. September 13, 2017. The regular Board Meeting will follow immediately.

C. Review of Library Board advocacy activities

Trustees Vanderhoek and Sherman discussed recent Board advocacy activities including trustee participation at the Palatine 4<sup>th</sup> of July parade, visits to several area libraries, and attendance at Palatine Village Council meetings. Trustees also have been promoting the Library via social media.

The reactivation of the Community Connection Committee will be discussed at the August meeting.

7. **Public comment**

None.

8. **Director's report**

A. Update on financial plan and Ehlers financial advisory services

Interim Director Gardner reported that the Ehlers presentation had been postponed until the August Meeting to enable Ehlers to incorporate year-end numbers and allow for further analysis of financial information.

B. Per capita grant review: required review of Trustee Fact File Third Ed. Chapters 1-5

Interim Director Gardner reviewed *Trustee Fact File Third Ed.* Chapters 1-5 as required for the FY 17-18 Per Capita Grant application.

C. Intergovernmental Library Agreement to join Electronic Content Consortium for continued participation in My Media Mall

Interim Director Gardner explained that the Library wishes to join an intergovernmental agreement to form the Electronic Content Consortium with other Illinois libraries that participate in My Media Mall, which makes e-books and other digital resources available to patrons through the Overdrive app. By forming a consortium, libraries that are part of My Media Mall believe they will have more authority over material available in the program.

After Board discussion, Trustee Brauer moved, seconded by Trustee Snyder, that the Board approve the Intergovernmental Library Agreement to join Electronic Content Consortium for continued participation in My Media Mall.

Roll call vote:

Aye: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

D. Updated list of contracts for the Palatine Public Library District

Finance Manager Stapleton reported the updated list of contracts for FY 2017-2018 will be available online.

E. Final review of goals progress for the FY 2016-2017 Strategic Plan

Interim Director Gardner provided a final review of goal progress for the FY 2016-2017 Strategic Plan. The Library has met or essentially met all goals.

**9. Other Reports**

A. Friends of the Palatine Library

Friends Representative Jensen reported 529 volunteer hours for June. Sale revenues for the June book sale were more than \$10,000.

B. Palatine Public Library District Foundation

The Foundation met on June 16, 2017. They are currently working on updating their brochure. Their next meeting is at 7:00 p.m. July 26, 2017. President Jefferson reminded Trustees that the Foundation can receive donations through the Amazon Smile philanthropy program.

C. RAILS

Trustee Brauer reported there is a Community Engagement Group meeting on July 13, 2017, at the LaGrange Public Library and a Board Members Basics meeting on August 5, 2017, at the Hinckley Public Library.

Interim Director Gardner will contact RAILS about local presentations of the Board Members Basics.

D. Office Park Association annual meeting

Assistant Director Galvan reported that the Office Park of Palatine association, to which the Library belongs, is getting quotes to replace the office park signage.

Also, the office park has proposed adding easements and sidewalks to several sections of North Court and First Bank Drive. One member of the office park has concerns regarding the proposed sidewalks. Assistant Director Galvan will update the Board once more information has been received.

**10. Correspondence**

None.

**11. Unfinished business**

None.

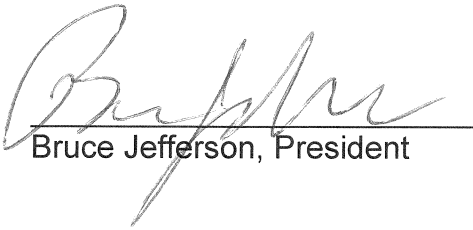
- 12. New business – for announcement, deliberations, and/or discussion no official action will be taken**

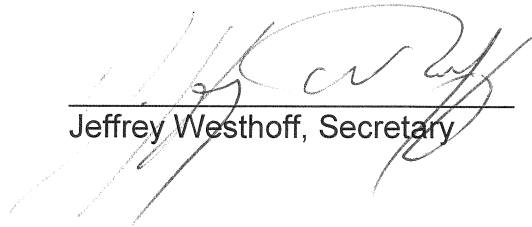
None.

- 13. Adjournment**

President Jefferson adjourned the meeting at 8:01 p.m.

Approved: 8-9-17

  
Bruce Jefferson, President

  
Jeffrey Westhoff, Secretary