



**Board of Library Trustees Regular Meeting**  
Board Room, Main Library  
700 N. North Court, Palatine, IL  
August 9, 2017, 7:00 p.m.

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Agenda

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Introduction of visitors
4. Minutes of previous meetings (Secretary Westhoff)
  - a. Approval of minutes: Regular Meeting of July 12, 2017, Committee to Review Open and Closed Session Minutes of July 21, 2017, and Committee to Review Open and Closed Session Minutes of July 27, 2017
5. Financial report and authorization of expenditures (Treasurer Snyder)
  - a. Approval of Warrant 2018-2 in the amount of \$574,420.63
  - b. Colley Elevator 2 year contract for elevator maintenance in the amount of \$11,616
6. Update on Financial Management Plan by Ehlers
7. President's report (President Jefferson)
  - a. Reminder of date for the Budget Appropriations Ordinance hearing
  - b. Discussion of Fall long range planning meeting
  - c. Approval of trustee attendance at ILA Conference Trustee Day, Thursday October 12, 2017, in the amount of \$175 per person
  - d. Community Connection Committee update
  - e. Review of Library Board advocacy activities (Trustees Vanderhoek and Sherman)
8. Public comment
9. Director's report (Interim Director Gardner)
  - a. Review of FY16-17 Circulation and Quarterly Statistical Summary
  - b. Approval of certification of the annual report (IPLAR) to the State Library per ILCS 16/30-65
  - c. Approval of one-year lease agreement with two automatic renewals with the Hoffman Estates Park District for space in the Willow Recreation Center to house the North Hoffman Branch with a monthly lease amount of \$2,500

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 16: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.

10. Other Reports
  - a. Friends of the Palatine Library (Friends President or designee)
  - b. Palatine Public Library District Foundation (President Jefferson)
  - c. RAILS (Trustee Brauer)
  - d. Policy Committee (Chair Boland)
11. Closed session for the purpose of the review of Closed Session Minutes in compliance with 5 ILCS 120/2(c)(21) and 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)
12. Report of the Committee to Review Closed and Open Session Minutes (Chair Boland)
  - a. Approval of minutes of previous meetings as corrected: Community Connections Committee of February 8, 2017 and Budget Committee of April 26, 2017
  - b. Action on Closed Session Minutes and verbatim recordings
13. Correspondence
14. Unfinished business
15. New business – for announcement, deliberations, and/or discussion no official action will be taken
16. Adjournment

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