



## Minutes

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

President Jefferson called the meeting to order at 6:59 p.m.

### **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, Popular Materials Manager Kathleen Burns, Facilities Manager Gregg Szczesny, Administrative Coordinator Deborah Pettersen, Technology Support Specialist Andrew Oshana, Friends of the Library representative Jill Jensen, Ehlers representatives John Piemonte (municipal advisor) and Anthony Kalina (financial specialist), and League of Women Voters representative Ann Kennedy.

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

- 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

Trustee Westhoff moved, seconded by Trustee Boland, approval of the minutes of the Regular Meeting of July 12, 2017, the Committee to Review Closed and Open Session Minutes of July 21, 2017, and the Committee to Review Closed and Open Session Minutes of July 27, 2017, as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

## 5. Financial report and authorization of expenditures

- a. Approval of Warrant 2018-2 in the amount of \$574,420.63

Trustee Snyder moved, seconded by Trustee Brauer, that the Treasurer's financial report for the month ending July 31, 2017, be received and filed for audit and that Warrant 2018-2 for the month of August 2017, in the amount of \$574,420.63, be approved and authorized for disbursement.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

- b. Colley Elevator two-year contract for elevator maintenance in the amount of \$11,616

Trustee Snyder moved, seconded by Trustee Boland, approval of a two-year contract with Colley Elevator for elevator maintenance in the amount of \$11,616.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

## 6. Update on Financial Management Plan by Ehlers

Ehlers Municipal Advisor John Piemonte and Financial Specialist Anthony Kalina were joined via teleconference by Financial Specialist Jessica Cook to explain the Financial Management Plan to Trustees. The representatives discussed the District's financial outlook and presented several scenarios to meet the costs of planned maintenance needs, which include a new roof. The representatives answered Trustees' questions.

The next Ehlers update will be at the October Board meeting.

## 7. President's report

- a. Reminder of date for the Budget Appropriations Ordinance hearing

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

b. Discussion of Fall Long Range Planning Meeting

Trustees set the time and date of the Fall Long Range Planning Meeting for 10:00 a.m. Saturday, November 4, 2017.

c. Approval of trustee attendance at Illinois Library Association Conference Trustee Day, Thursday October 12, 2017, in the amount of \$175 per person

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of trustee attendance at ILA Conference Trustee Day, Thursday, October 12, 2017, in the amount of \$175 per person.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

d. Community Connection Committee update

Members for the Community Connection Committee will be appointed at the October meeting.

e. Review of Library Board advocacy activities

Trustees Vanderhoek and Sherman reviewed Board advocacy activities including area library visits by trustees and trustees viewing *Short Takes for Trustees*, a series of short videos regarding the trustee role.

**8. Public comment**

None.

**9. Director's report**

a. Review of FY16-17 Circulation and Quarterly Statistical Summary

Interim Director Gardner discussed Circulation and Quarterly Statistics.

- b. Approval of certification of the annual report (IPLAR) to the State Library per ILCS 16/30-65

Trustee Boland moved, seconded by Trustee Snyder, that the Illinois Public Library Annual Report be approved and submitted as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

- 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

Trustee Snyder moved, seconded by Trustee Brauer, approval of the 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.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

## 10. Other Reports

- a. Friends of the Palatine Library

Friends representative Jensen reported 203 volunteer hours for the month of July. The Friends are preparing for their October sale. Jensen reported many books had been donated so far for the October sale.

- b. Palatine Public Library District Foundation

President Jefferson reported the Foundation met on July 26, 2017. The Foundation now has a Facebook page. The next meeting is scheduled for 7:00 p.m. Wednesday, August 30, 2017. President Jefferson invited the Friends to send a representative to the meeting.

c. RAILS

Trustee Brauer reported that there are currently no education opportunities.

d. Policy Committee

Trustee Boland stated the new Policy Committee has met and is currently reviewing policy that will be discussed at the next Board meeting.

**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)**

Trustee Vanderhoek moved, seconded by Trustee Boland, 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) 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).

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board went into closed session at 8:59 p.m. and reconvened to open session at 9:23 p.m.

**12. Report of the Committee to Review Closed and Open Session Minutes**

- a. Approval of minutes of previous meetings as corrected: Community Connections Committee of February 8, 2017, and Budget Committee of April 26, 2017

Trustee Boland moved, seconded by Trustee Vanderhoek, that the minutes of the Community Connection Committee of February 8, 2017, and the Budget Committee of April 26, 2017, be approved as corrected.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Action on Closed Session Minutes and verbatim recordings

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

Regular Board Meeting of March 8, 2017  
Regular Board Meeting of April 12, 2017  
Special Board Meeting of April 18, 2017  
Regular Board Meeting of May 10, 2017  
Special Board Meeting of May 31, 2017  
Regular Board Meeting of June 14, 2017.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Sherman, 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 of March 8, 2017  
Regular Board Meeting of April 12, 2017  
Special Board Meeting of April 18, 2017  
Regular Board Meeting of May 10, 2017  
Special Board Meeting of May 31, 2017  
Regular Board Meeting of June 14, 2017.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Brauer, 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 of February 11, 2015  
Regular Board Meeting of May 13, 2015  
Budget Committee Meeting of April 28, 2015  
Regular Board Meeting of June 10, 2015  
Regular Board Meeting of August 12, 2015  
Director's Review Committee Meeting of July 7, 2015  
Director's Review Committee Meeting of July 21, 2015  
Regular Board Meeting of September 29, 2015  
Regular Board Meeting of November 11, 2015  
Regular Board Meeting of December 9, 2015.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

### **13. Correspondence**

President Jefferson said he had written a letter to the editor to the Daily Herald in response to a letter to the editor about the director search that appeared in the paper's Neighbors section on August 8, 2017.

### **14. Unfinished business**

None.


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

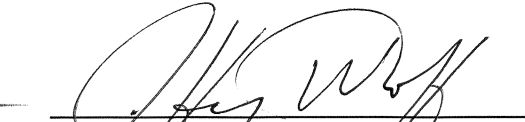
None.

**16. Adjournment**

President Jefferson adjourned the meeting at 9:28 p.m.

Approved: 9-13-17

  
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Bruce Jefferson, President

  
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Jeffrey Westhoff, Secretary