



## 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 Brauer, Jefferson, Sherman, Snyder, and Westhoff were physically present. Trustees Boland and Vanderhoek were absent. There was no trustee request to attend the meeting via electronic means.

### **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, Technology Manager Susan Conner, Facilities Manager Gregg Szczesny, Administrative Coordinator Deborah Pettersen, Friends representative Jill Jensen, George Roach of George Roach Associates, Ann Kennedy, Linni Pesch, and Patricia Polka.

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

- A. Approval of minutes: Regular Meeting of September 13, 2017, Public Hearing for the Budget and Appropriations Ordinance of September 13, 2017

Trustee Westhoff moved, seconded by Trustee Snyder, approval of the minutes of the Regular Meeting of September 13, 2017, and the Public Hearing for the Budget and Appropriations Ordinance of September 13, 2017, as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland and Vanderhoek **Motion carried**

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

A. Approval of Warrant 2018-4 in the amount of \$480,718.61

Trustee Snyder moved, seconded by Trustee Brauer, that the Treasurer's financial report for the month ending September 30, 2017, be received and filed for audit and that Warrant 2018-4 for the month of October 2017 in the amount of \$480,718.61, be approved and authorized for disbursement.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland and Vanderhoek **Motion carried**

B. Transfer from Corporate Fund to Audit Fund in the amount of \$5,000, from the Corporate Fund to IMRF Fund in the amount of \$35,000, from the Corporate Fund to the Social Security Fund in the amount of \$10,000 and from Corporate Fund to Special Reserve Fund in the amount of \$200,000, per 75 ILCS 16/40-50

Trustee Snyder moved, seconded by Trustee Sherman, that the amount of \$5,000 be transferred from the Corporate Fund to the Audit Fund; the amount of \$35,000 be transferred from the Corporate Fund to the IMRF Fund; the amount of \$10,000 be transferred from the Corporate Fund to the Social Security Fund; and the amount of \$200,000 be transferred from the Corporate Fund to the Special Reserve Fund, pursuant to 75 ILCS 16/40-50.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland and Vanderhoek **Motion carried**

C. Review of Ordinance 2018-2, Fiscal Year 2017/2018 Tax Levy in the amount of \$6,606,560.00

Finance Manager Stapleton reviewed Ordinance 2018-2, the Tax Levy for Fiscal Year 2017-2018. The new levy will be \$6,606,560.00, an increase of \$99,544 over the previous levy.

**6. President's report**

A. Reminder of date for the November 4, 2017, fall Long Range Planning Meeting

The Long Range Planning Meeting is scheduled for November 4, 2017 from 10:00 a.m. to 1:00 p.m.

B. Reminder of dates for the October 24, 2017, and November 2, 2017, special meeting dates for Director Search

Special meetings for the Director Search are scheduled for October 24, 2017, and November 2, 2017, at 7:00 p.m.

C. Reminder of October 23 special meeting for EveryLibrary presentation

There is a special meeting scheduled for October 23, 2017, at 7:00 p.m. A representative of EveryLibrary is scheduled to speak to the board.

D. Appointment of the Community Connections Committee

President Jefferson appointed Trustees Vanderhoek (chair), Boland and Westhoff to the Community Connections Committee.

E. Review of Library Board advocacy activities

Trustee Sherman reviewed recent Board advocacy activities.

F. Board Training

President Jefferson reminded Board members to complete their safety training pursuant to Per Capita Grant requirements.

The Board requested additional presentations from staff.

**7. Public comment**

None.

**8. Director's report**

A. Receipt of annual audit

George Roach of George Roach Associates reviewed the FY 2017-2018 annual audit.

B. First Quarter Strategic Plan update

Interim Director Gardner provided an update on the First Quarter Strategic Plan.

C. Facilities Update

Facilities Manager Szczesny reported on the Fire Sprinkler Replacement and Boiler Replacement projects, which are nearing completion, and the Parking Lot Lighting and Parking Garage Lighting projects, which are to be started soon.

D. New Website Update

Technology Manager Conner reviewed the process of designing the new website and showed a preview of the new website. The new website is projected to be launched in January 2018.

**9. Other Reports**

A. Friends of the Palatine Library

Friends representative Jensen reported 274 volunteer hours for the month of September. Their next sale is October 20, 21, and 22, 2017.

B. Palatine Public Library District Foundation

The Foundation met on October 5, 2017. They are planning a "Giving Tuesday" online donor event for the Tuesday after Thanksgiving.

C. RAILS

None.

D. Policy Committee

1. Review and discussion of: Policy 10-Digital Resources, Appendix 19-Use of Digital Resources, and Appendix 21-Request to Permit Child's Access to Unfiltered Internet

Interim Director Gardner reviewed proposed changes to Policy 10 and Appendices 19 and 21. The proposed changes will be on the November agenda for approval.

2. Review and approval of proposed revisions to: Appendix 10-Schedule of Fines and Fees, Appendix 13-Certain Rules and Restrictions on the Use of services and Facilities, Appendix 14-Schedule of Loan Periods and Restrictions, and Board By-Laws

Trustee Brauer moved, seconded by Trustee Snyder, approval of the proposed revisions to Appendix 10-Schedule of Fines and Fees, Appendix 13-Certain Rules and Restrictions on the Use of services and Facilities, Appendix 14-Schedule of Loan Periods and Restrictions, and Board By-Laws as corrected, effective November 1, 2017.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland and Vanderhoek **Motion carried**

**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 9:01 p.m.

Approved: \_\_\_\_\_

  
Bruce Jefferson, President

  
Jeffrey Westhoff, Secretary