

Minutes

1. Call to order

President Jefferson called the meeting to order at 7:03 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, Circulation Manager Rosalie Scarpelli, Administrative Coordinator Deborah Pettersen, Branch Supervisor Karen Bollman, Friends representative Jill Jensen, Historical Society representatives Joe Petykowski, Sue Minott, and Linni Pesch, and Ann Kennedy.

4. Minutes of previous meetings

- A. Approval of minutes: Special Meeting October 4, 2017; Regular Meeting of October 11, 2017; Special Meeting October 23, 2017; Special Meeting October 24, 2017

Trustee Westhoff moved, seconded by Trustee Vanderhoek, approval of the minutes of the Special Meeting October 4, 2017, the Regular Meeting of October 11, 2017, the Special Meeting October 23, 2017, and the Special Meeting October 24, 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 2018-5 in the amount of \$519,597.79

Trustee Snyder moved, seconded by Trustee Brauer, that the Treasurer's financial report for the month ending October 31, 2017, be received and filed for audit and that Warrant 2018-5 for the month of November 2017 in the amount of \$519,597.79 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. Approval of Ordinance 2018-2, Fiscal Year 2017/2018 Tax Levy in the amount of \$6,606,560.00

Trustee Snyder moved, seconded by Trustee Boland, approval of Ordinance 2018-2, an ordinance levying and assessing taxes of Palatine Public Library District, Cook County, Illinois, in the amount of \$6,606,560.00, for Fiscal Year beginning July 1, 2017, and ending June 30, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

C. Posting of audit online and filing of Annual Statement of Receipts and Disbursements

Financial Manager Stapleton reported that the audit has been posted online and that the Annual Statement of Receipts and Disbursements has been completed and will be filed with the State.

6. President's report

A. Palatine Historical Society

Palatine Historical Society Board President Joe Petykowski presented the Board with a copy of "Celebrating Palatine" for the Library's collection. He thanked the Board for the collaboration between the two organizations. Historical Society Board Member Linni Pesch also thanked the Board and extended an invitation for a tour of the Clayson House.

B. Trustee attendance at ILA Trustee Day

Trustees Brauer and Sherman attended Trustee Day at the recent ILA Annual Conference. They reviewed topics from presentations they attended.

C. Review of Library Board advocacy activities

Trustees Sherman and Vanderhoek reviewed recent Board advocacy activities.

D. Board Training for Per Capita Grant

President Jefferson reminded trustees of required training for the Per Capita Grant application.

E. Long Range Plan discussion continued

The Board discussed topics from the Long Range Planning meeting.

7. Public comment

Historical Society representative Sue Minott thanked the Library for being remarkable organization that has something for everyone, from infants to seniors.

8. Director's report

A. Review of Library outreach

Interim Director Gardner reviewed the Library's outreach activities, including the bilingual staff activities at local schools. She said the bilingual outreach program has been successful.

B. Library Branches

Circulation Manager Scarpelli and Branch Supervisor Bollman reviewed the facilities and programming at the North Hoffman and Rand Road Branches.

9. Other Reports

A. Friends of the Palatine Library

Friends representative Jensen reported 558 volunteer hours for the month of October. The Friends reported revenues of approximately \$9,800 for the October sale. Their next sale is the Holiday Sale on November 17, 18, and 19, 2017.

B. Palatine Public Library District Foundation

President Jefferson reported the Foundation met on November 7, 2017. The Foundation discussed Giving Tuesday and funding StoryWalk, walking path story boards in partnership with the Palatine Park District. Their next meeting is December 7, 2017 at 7:00 p.m.

C. RAILS

None.

D. Policy Committee

1. Review and discussion of Volunteer Recognition Plan, Donor Recognition Plan, Board Bylaws, Appendix 16: Procedures for Meeting and Hearings, Policy 5-6 Gifts, Memorials and Bequests

Interim Director Gardner discussed proposed changes to plans and policy. Language incorporating information regarding the volunteer and donor plans will be included in policy. The proposed changes will be on the December agenda for approval.

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

Proposed changes are currently under attorney review. The proposed changes will be on the December agenda for approval.

10. Closed Session

- A. Closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (C) (2)
- B. 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 for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (C)(2) 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 8:16 p.m. and reconvened to open session at 10:03 p.m.

11. Vote on Items discussed in closed session

None.

12. Correspondence

Trustee Boland suggested the Board send thank you notes to the Director candidates no longer under consideration. The Board agreed.

13. Unfinished business

None.

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

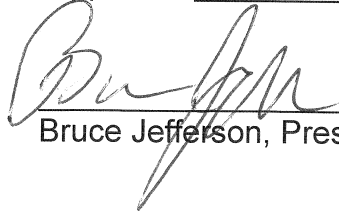
Trustee Boland asked about the “Know Your Rights” program planned for January. Director Gardner said security concerns were being addressed.

15. Adjournment

President Jefferson adjourned the meeting at 10:06 p.m.

Approved: _____

12-13-17



Bruce Jefferson, President



Jeffrey Westhoff, Secretary