



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, Popular Materials Manager Kathy Burns, Technical Services Assistant Manager Shelby Ricci, Administrative Coordinator Deborah Pettersen, Friends Representative Jill Jensen, Ehlers Representatives Anthony Kalina and John Piemonte, and Jeannie Dilger.

4. Minutes of previous meetings

- A. Approval of minutes: Special Meeting November 2, 2017; Long Range Planning Meeting November 4, 2017; Regular Meeting November 8, 2017; Special Meeting November 20, 2017

Trustee Westhoff moved, seconded by Trustee Brauer, approval of the minutes of the Special Meeting of November 2, 2017, the Long Range Planning Meeting of November 4, 2017, the Regular Meeting of November 8, 2017, and the Special Meeting of November 20, 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 2018-6 in the amount of \$468,481.84

Trustee Snyder moved, seconded by Trustee Boland, that the Treasurer's financial report for the month ending November 30, 2017, be received and filed for audit and that Warrant 2018-6 for the month of December 2017 in the amount of \$468,481.84, 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.**

6. Update on Financial Management Plan by Ehlers

Ehlers Municipal Advisor John Piemonte and Financial Specialist Anthony Kalina reviewed the updated Financial Management Plan, outlining various options. Ehlers Financial Specialist Jessica Cook participated in the discussion via speakerphone.

7. President's report

A. Appointment of Committee to Review Closed Session Minutes

Trustees Boland (Chair) and Vanderhoek were appointed to the Committee to Review Closed Session Minutes.

B. Appointment of Committee to Review Contents of Lock Box

Trustees Westhoff (Chair) and Sherman were appointed to the Committee to Review Contents of the Lock Box.

C. Community Connection Committee Status

The Community Connection Committee will meet and report to the Board at the February meeting.

D. Adoption of Ordinance 2018-3, Schedule of dates for Regular Board Meetings for 2018

Trustee Boland moved, seconded by Trustee Vanderhoek, adoption of Ordinance 2018-3, an Ordinance establishing the time, place, and date of the regular meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2018 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

E. Approval of annual Board Calendar

Trustee Brauer moved, seconded by Trustee Vanderhoek, approval of annual Board Calendar for 2018 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

F. Announcement of ILA Trustee Forum Workshop February 17, 2018, and Legislative Meet Up February 19, 2018

President Jefferson reminded Trustees of the upcoming ILA Trustee Forum Workshop and Legislative Meet Up.

G. Review of Library Board advocacy activities

Trustees Vanderhoek reviewed recent Board advocacy activities.

8. Public comment

None.

The Board recessed at 8:30 p.m. and reconvened at 8:37 p.m.

9. Director's report

A. Approval of Illinois State Library Per Capita Grant

Trustee Boland moved, seconded by Trustee Snyder, that the Illinois State Library Per Capita Grant application 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.**

B. Annual adoption of participation and method of assessment for non-resident library cards

Trustee Vanderhoek moved, seconded by Trustee Snyder, that for the calendar year 2018, the Palatine Public Library District issue non-resident library cards to individuals residing in unserved areas using the tax bill methods set forth in 23 Ill. Admin Code Title 23, Section 3050.60(b) to calculate non-resident library card fees; and with regard to non-resident renters, the fee shall be 15 percent of monthly rent, with a minimum annual fee of \$150.00.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

C. Report on TIF District meetings

Interim Director Gardner reviewed the TIF District meetings and upcoming TIF retirements.

D. Privacy Audit

Technical Services Assistant Manager Ricci presented the 2017 Privacy Audit.

10. **Other Reports**

A. Friends of the Palatine Library

Friends representative Jensen reported 454 volunteer hours for November. Revenues from the Holiday sale were approximately \$8,400. The Friends are preparing for their February Sale.

The Friends are sponsoring registration gifts for the Winter Reading Challenge.

B. Palatine Public Library District Foundation

The Foundation met on December 7, 2017. President Jefferson reviewed various monies received. Its next meeting is scheduled for January 11, 2018, at 7:00 p.m. Members will be discussing fundraising and partners for the Hamilton Park StoryWalk.

C. RAILS

Trustee Brauer reviewed upcoming Trustee training and webinars available on the RAILS trustee page. She will be forwarding links to the training.

D. Policy Committee

1. Review and discussion of: Policy 8: Community Relations, and Appendix 10: Schedule of Fines and Fees

Interim Director Gardner reviewed changes to Policy 8 and Appendix 10. Changes will be on the January agenda for approval.

2. Review and resolution of: Volunteer Recognition Plan and Donor Recognition Plan

Trustee Vanderhoek moved, seconded by Trustee Snyder, that the Volunteer Recognition Plan and the Donor Recognition Plan no longer require Board approval and that information regarding volunteer and donor recognition be included in the appropriate policy.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

3. Review and approval of: Policy 10-Digital Resources, Appendix 19-Use of Digital Resources, Appendix 21-Request to Permit Child's Access to Unfiltered Internet, Board Bylaws, Appendix 16: Procedures for Meeting and Hearings, Policy 5-6 Gifts, Memorials and Bequests

Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of Policy 10-Digital Resources, Appendix 19-Use of Digital Resources, Appendix 21-Request to Permit Child's Access to Unfiltered Internet, Board Bylaws, Appendix 16: Procedures for Meeting and Hearings, Policy 5-6 Gifts, Memorials and Bequests as presented, effective January 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

11. 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)

Trustee Boland moved, seconded by Trustee Vanderhoek, 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).

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 9:11 p.m. and reconvened to open session at 9:15 p.m.

12. Approval of revised salary schedule

- A. Approval of revised salary schedule as presented, effective January 1, 2018.

Trustee Vanderhoek moved, seconded by Trustee Snyder, that the Board approve the revised salary schedule as presented, effective January 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

13. Appointment of Jeannie Dilger as Executive Director of the Palatine Public Library District effective January 8, 2018, at a salary of \$122,000 annually

A. Appointment of Jeannie Dilger as Executive Director

Trustee Vanderhoek moved, seconded by Trustee Snyder, that the board appoint Jeannie Dilger as Executive Director of the Palatine Public Library District effective January 8, 2018, at a salary of \$122,000 annually.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

14. Review of banned patron

Interim Director Gardner said that previous Library Director Anthony Auston had banned a patron from the Library for one year because of repeated acts of violence and threatening behavior. The ban is scheduled to end January 26, 2018. She said it would be up to the Board whether to extend the ban.

Gardner said the patron would be invited to the January Regular Board Meeting to speak if he wished to appeal the ban. She said security would be increased at the meeting.

President Jefferson said the Board would make a decision on the ban at that meeting.

15. Correspondence

None.

16. Unfinished business

None.

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

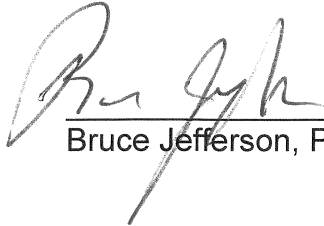
Trustees Sherman and Snyder recommended following Robert's Rules of Order's changes for small boards. President Jefferson said the matter would be placed on the January agenda.

Trustee Boland said the Board should consider self-evaluation practices. President Jefferson agreed to discuss it in the future.

18. Adjournment

President Jefferson adjourned the meeting at 9:45 p.m.

Approved: 1-10-18



Bruce Jefferson, President



Jeffrey Westhoff, Secretary