



Board of Library Trustees Regular Meeting

Board Room, Main Library
700 N. North Court, Palatine, IL
January 10, 2018, 7:00 p.m.

Minutes

1. Call to order

President Jefferson called the meeting to order at 7:00 p.m. Secretary Westhoff was physically present.

President Jefferson stated a Teen Advisory Board update had been added to the agenda as item 7C.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff were present. Trustee Brauer was absent.

Trustee Vanderhoek moved, seconded by Trustee Boland, that Trustee Brauer be permitted to attend the January 10, 2018, regular meeting of the Palatine Public Library District Board of Library Trustees by means of audio conference.

Roll call vote:

Aye: Boland, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nay: None.

Abstain: None.

Absent: Brauer. **Motion carried.**

Trustee Brauer joined the meeting via audio conference at 7:03 p.m.

3. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Maureen Galvan, Assistant Director Melissa Gardner, Finance Manager Regina Stapleton, Popular Materials Manager Kathleen Burns, Administrative Coordinator Deborah Pettersen, Friends representative Jill Jensen, Teen Advisory Board representative Abhi Balu, Linni Pesch, and Ann Kennedy.

4. Public comment

None.

5. Review of banned patron

President Jefferson moved, seconded by Trustee Vanderhoek, to extend the January 26, 2017, ban of Richard Benton from entering any facility of the Palatine Public Library District indefinitely. Richard Benton will continue to receive cardholder privileges for online services.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

6. Minutes of previous meetings

A. Approval of minutes: Regular Meeting on December 13, 2017

Trustee Westhoff moved, seconded by Trustee Boland, approval of the minutes of the Regular Meeting on December 13, 2017, as presented.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

7. Financial report and authorization of expenditures

A. Approval of Warrant 2018-7 in the amount of \$564,476.66

Trustee Snyder moved, seconded by Trustee Boland, that the Treasurer's financial report for the month ending December 31, 2017, be received and filed for audit and that Warrant 2018-7 for the month of January 2018 in the amount of \$564,476.66 be approved and authorized for disbursement.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

B. Ratification of Contract

1. Northwest Community Healthcare, annual lease for the Rand Road Branch in the amount of \$590 per month, for a total of \$7,080

Trustee Snyder moved, seconded by Trustee Vanderhoek, ratification of the contract with Northwest Community Healthcare for the annual lease for the Rand Road Branch in the amount of \$590 per month, for a total of \$7,080.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

C. Teen Advisory Board Update

Teen Advisory Board (TAB) representative Abhi Balu reported that TAB will be concentrating on community service this year. He reviewed various programs TAB is considering.

8. President's report

A. Community Connection Committee

The Community Connection Committee will report at the February meeting.

- B. Approval of Trustees to attend ILA Trustee Forum Workshop February 17, 2018, in the amount of \$135 per person

Trustee Vanderhoek moved, seconded by Trustee Snyder, approval of Trustee attendance at the ILA Trustee Forum Workshop on February 17, 2018, in the amount of \$135 per person.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

- C. Approval of Trustees to attend ILA Legislative Meet Up February 19, 2018, in the amount of \$25 per person.

Trustee Snyder moved, seconded by Trustee Vanderhoek, approval of Trustee attendance at the ILA Legislative Meet Up on February 19, 2018, in the amount of \$25 per person.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

- D. Review of Library Board advocacy activities

Trustees Vanderhoek and Sherman reviewed recent Library Board advocacy activities.

9. **Director's report**

- A. FY 2017/2018 Strategic Plan second quarter update

Assistant Director Gardner reviewed the FY 2017/2018 Strategic Plan update.

- B. Annual Review of Succession Plan

Assistant Director Gardner reviewed the Library's Succession Plan.

- C. Approval for conducting Fine Amnesty Days

Trustee Vanderhoek moved, seconded by Trustee Boland, approval for conducting Fine Amnesty Days during the month of April 2018.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

D. Update on Financial Management Plan by Ehlers

Assistant Director Gardner reviewed the updated Financial Management Plan by Ehlers. Trustees should forward comments to Executive Director Dilger.

E. Adoption of Resolution 2018-1: Establishing a Policy Prohibiting Sexual Harassment

Trustee Boland moved, seconded by Trustee Vanderhoek, adoption of Resolution 2018-1, a resolution establishing a Policy Prohibiting Sexual Harassment.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

10. Other Reports

A. Friends of the Palatine Library

Friends representative Jill Jensen reported 129 volunteer hours for the month of December. The Friends are preparing for their February sale. The next Friends Board Meeting is January 30, 2018.

B. Palatine Public Library District Foundation

The Foundation will meet on January 25, 2018.

C. RAILS

None.

D. Policy Committee

1. Review and approval of: Policy 8 - Community Relations and Appendix 10 - Schedule of Fines and Fees

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of proposed revisions and reapproval of all other sections of Policy 8 - Community Relations and Appendix 10 - Schedule of Fines and Fees as presented, effective February 1, 2018.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

E. Small Board Rules

The Board discussed small board rules under Robert's Rules of Order.

F. Board Self-Evaluation

Trustees Boland (Chair), Sherman, and Vanderhoek were appointed to the Committee for Board Self-Evaluation.

11. Closed Session

A. Closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (5 ILCS 120/2 (C)(1))

President Jefferson moved, seconded by Trustee Boland, that the Board go into closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2(C)(1).

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

After a five-minute break, the Board went into closed session at 8:49 p.m. and reconvened to open session at 9:10 p.m.

12. Correspondence

None.

13. Unfinished business

None.

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

Trustee Boland suggested that the Library participate in the Palatine St. Patrick's Day parade on March 17, 2018. Assistant Director Gardner said she would look into it.

Trustees Snyder and Westhoff said they would meet to compile recommendations for the Board regarding the transition to Robert's Rules of Order.

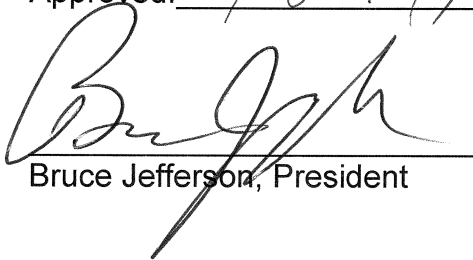
Trustee Snyder said this year's March for Science will be April 14 and once again will originate at the Library.

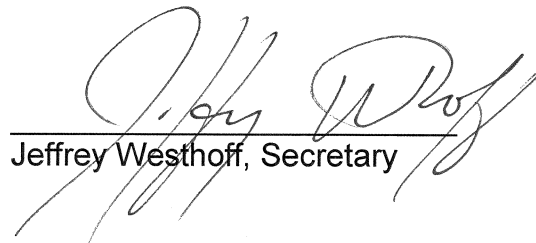
15. Adjournment

President Jefferson adjourned the meeting at 9:16 p.m.

Approved: _____

Feb. 14, 2016


Bruce Jefferson, President


Jeffrey Westhoff, Secretary