



Board of Library Trustees Regular Meeting

Board Room, Main Library
700 N. North Court, Palatine, IL
February 14, 2018, 7:00 p.m.

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 Executive Director Jeannie Dilger, Assistant Director Maureen Galvan, Assistant Director Melissa Gardner, Finance Manager Regina Stapleton, Technology Manager Susan Conner, Popular Materials Manager Kathleen Burns, Communications and Marketing Coordinator Kiel Cross and Administrative Coordinator Deborah Pettersen.

4. Minutes of previous meetings

- a. Approval of minutes: Regular Meeting of January 10, 2018; Special Meeting of January 31, 2018; January 6, 2018 meeting of the Committee to Review Contents of Lock Box; and February 5, 2018 meeting of the Committee to Review Closed Session Minutes

Trustee Westhoff moved, seconded by Trustee Vanderhoek, approval of the minutes of the Regular Meeting of January 10, 2018; the Special Meeting of January 31, 2018; the January 6, 2018, meeting of the Committee to Review Contents of Lock Box; and the February 5, 2018, meeting of the Committee to Review Closed Session Minutes as presented.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

5. Financial report and authorization of expenditures

a. Approval of Warrant 2018-8 in the amount of \$525,871.59

Trustee Snyder moved, seconded by Trustee Brauer, that the Treasurer's financial report for the month ending January 31, 2018, be received and filed for audit and that Warrant 2018-8 for the month of February 2018 in the amount of \$ 525,871.59, 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. Six-month statement of receipts and expenditures

Trustee Snyder stated he has received and reviewed the Statement of Receipts and Expenditures for July 1, 2017, through December 31, 2017.

c. Acceptance of quote

i. Sump Pump Rebuild & Float Controls – Illinois Pump, Inc.

Trustee Snyder moved, seconded by Trustee Vanderhoek, acceptance of the quote from Illinois Pump, Inc. for sump pump rebuild and float controls in the amount of \$6,000.00.

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

6. President's report

a. Acceptance of Financial Plan

Trustee Vanderhoek moved, seconded by Trustee Snyder, acceptance of the Ehlers Financial Plan. Trustees discussed the plan and determined that additional clarification was needed.

Trustee Vanderhoek withdrew the motion.

b. Report of the Committee to Review Contents of Lock Box

Trustee Westhoff reported that the Committee met on January 6, 2018. They reviewed the contents of the lock box and updated the inventory.

President Jefferson discharged the committee.

c. Report on Library Board advocacy activities

Trustee Vanderhoek and Sherman reviewed recent Library Board advocacy activities.

The Library will be participating in the Palatine St. Patrick's Day parade.

d. Report of the Board Self-Evaluation Committee

Trustee Boland reported the Committee met on January 21, 2018. The Committee reviewed the United for Libraries self-evaluation materials. The Committee will distribute an assessment for the Board to complete.

e. Report of the Committee to Review Closed Minutes

i. Closed session for the purpose of the review of closed session minutes in compliance with 5 ILCS 120/2(c)(21)

Trustee Boland moved, seconded by Trustee Vanderhoek, 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).

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board went into closed session at 7:52 p.m. and reconvened to open session at 7:56 p.m.

ii. Action on closed session minutes and verbatim audio recordings

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

Regular Board Meeting of August 9, 2017
Special Board Meeting of October 4, 2017
Special Board Meeting of October 24, 2017
Special Board Meeting of November 2, 2017
Regular Board Meeting of November 8, 2017
Special Board Meeting of November 20, 2017
Regular Board Meeting of December 13, 2017

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Vanderhoek, 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 August 9, 2017
Special Board Meeting of October 4, 2017
Special Board Meeting of October 24, 2017
Special Board Meeting of November 2, 2017
Regular Board Meeting of November 8, 2017
Special Board Meeting of November 20, 2017
Regular Board Meeting of December 13, 2017

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Vanderhoek, 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 10, 2016
Regular Board Meeting of May 11, 2016
Director's Review Committee Meeting of July 8, 2016

Roll call vote:

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

Nay: None.

Abstain: None.

Absent: None. **Motion carried.**

President Jefferson discharged the Committee.

7. Public comment

None.

8. Director's report

a. Long-Range/Strategic planning process

Executive Director Dilger discussed strategic plan options. She will research strategic planning consultants and set up interviews.

b. Impact of Financial Plan on Library Services

Executive Director Dilger discussed the potential impacts of the Financial Plan on Library Services.

c. Technology Plan goals progress report

The Technology Plan progress report was included in the Board packet.

d. New website overview

Technology Manager Susan Conner reviewed the new website. The website is scheduled to be available to the public on February 16, 2018.

9. Liaison Reports

a. Friends of the Palatine Library

Executive Director Dilger reported 243 Friends volunteer hours for the month of January. The next book sale is February 16, 17 and 18, 2018.

b. Palatine Public Library District Foundation

President Jefferson reported that the Rotary Club of Palatine made a \$500 contribution toward the StoryWalk project. The Foundation will meet next on February 19, 2018.

c. RAILS

None.

d. Teen Advisory Board

None.

10. Correspondence

None.

11. Unfinished business

None.

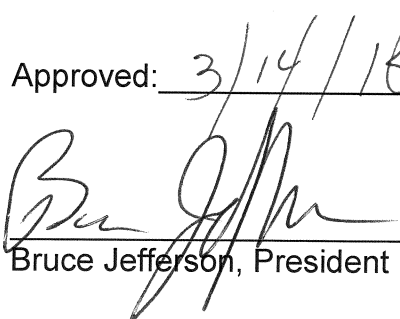
12. New business

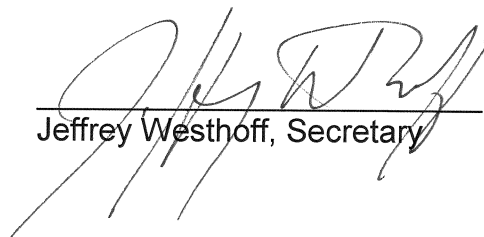
None.

13. Adjournment

President Jefferson adjourned the meeting at 9:27 p.m.

Approved: _____


Bruce Jefferson, President


Jeffrey Westhoff, Secretary