



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, Snyder, and Westhoff were physically present. Trustees Sherman and Vanderhoek were absent. There was no trustee request to attend via electronic means. Trustee Sherman arrived at 7:02 p.m.

3. Approval of agenda

Trustee Brauer moved, seconded by Trustee Snyder, approval of the agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Snyder, and Westhoff

Nays: None.

Abstain: None.

Absent: Sherman and Vanderhoek. **Motion passed.**

4. 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 Kathy Burns; staff members Deborah Pettersen, Mary Schaeffer, and Ken Fritz; Friends representative Marilyn Shidle; TAB representative Abhi Balu; Engberg Anderson representatives Joe Huberty and Sarah Ponto; and Studio GC representatives Pat Callahan, Craig Meadows, and Darren Schretter.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Marilyn Shidle reported 236 volunteer hours for March. The Friends are preparing for the June sale. Their annual meeting will take place June 20, 2018.

b. Palatine Public Library District Foundation

Trustee Jefferson reported the Foundation met April 9, 2018. They discussed fundraising for the StoryWalk. He thanked the Friends for their generous contribution. The next meeting is May 17, 2018. A ribbon-cutting ceremony for the StoryWalk is scheduled for June 6, 2018, at Hamilton Park.

c. RAILS

None.

d. Teen Advisory Board

TAB representative Abhi Balu reported TAB made Library Workers Day cards for all of Library staff and Trustees. TAB is researching community service opportunities.

7. Unfinished business

None.

8. New business

a. Space Needs Plan – architectural firm interviews

i. Joe Huberty, Engberg Anderson

Joe Huberty and Sarah Ponto presented Engberg Anderson's Space Needs Plan proposal.

ii. Pat Callahan, StudioGC

Pat Callahan, Craig Meadows, and Darren Schretter presented Studio GC's Space Needs Plan proposal.

Trustee Boland moved, seconded by Trustee Brauer, that Engberg Anderson be hired to prepare a Space Needs plan for the Library.

Before voting, Trustees discussed the merits of both proposals.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, and Westhoff

Nays: Snyder

Abstain: None.

Absent: Vanderhoek. **Motion passed.**

b. Policy review and approval

i. Appendix 9: ALA Statement on Labels and Rating Systems.

Trustee Boland moved, seconded by Trustee Snyder, approval of the proposed revisions to Appendix 9: ALA Statement on Labels and Rating Systems as presented, effective May 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Vanderhoek. **Motion passed.**

ii. Appendix 11: Resource Reconsideration Form

Trustee Boland moved, seconded by Trustee Brauer, that Appendix 11: Resource Reconsideration Form be removed from the Policy Manual since forms are typically not part of a policy manual.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Vanderhoek. **Motion passed.**

iii. Renumbering of appendices

Trustee Boland moved, seconded by Trustee Snyder, approval of the renumbering of appendices to correspond with the policy in which the appendix is first referenced, effective May 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Vanderhoek. **Motion passed.**

9. President's report

a. Review of library board advocacy activities

Trustees reviewed recent Library Board advocacy activities.

b. Appointment of Director Evaluation Committee

Trustees Jefferson (Chair), Boland, Brauer, and Sherman were appointed to the Director's Review Committee.

c. Annual Volunteer Luncheon, Tuesday, April 17, 2018 at 11:30 am

The Annual Volunteer Luncheon is April 17, 2018, at 11:30 a.m.

d. POC Fundraiser: Cinco de Mayo, Thursday, May 3, 2018, 5:00-7:00 pm

The POC Fundraiser, Cinco de Mayo, is May 3, 2018 at 5:00 p.m. Several Trustees said they planned to attend.

e. Reminder to file Statement of Economic Interest

Trustees were reminded to file their Statement of Economic Interest. Statements are due May 1, 2018.

f. Reminder of strategic planning dates

Executive Director Dilger reminded Trustees of strategic planning dates.

10. Director's report

Executive Director Dilger informed Trustees that Finance Manager Regina Stapleton had tendered her resignation to accept a new position. Her last day will be April 25, 2018.

Executive Director Dilger also reported that the model train display presented by the Northern Illinois Lego Train Club on March 24-25 was a great success.

a. Public Library Association Conference report

Executive Director Dilger discussed her attendance at the Public Library Association Conference in Philadelphia.

11. Committee reports

a. Board Self-Evaluation Committee

Trustee Boland reported the Self-Evaluation Committee had sent out self-evaluation forms, which trustees are to complete and return. The Committee will meet to review the completed forms.

b. Policy Committee

None.

12. Consent agenda – Matters on the consent agenda will be considered by a single motion and vote because they have already been considered fully by the Board at a previous meeting or have been determined to be of a routine nature. Any member of the Board may request that an item be removed from the consent agenda for separate consideration.

- a. Approval of minutes: Regular Meeting of March 14, 2018
- b. Financial report and approval of Warrant 2018-10 in the amount of \$526,449.79
- c. Resolution 2018-05 to Appoint Authorized IMRF Agent
- d. Approval of contract with JR Industries, LLC for cooling tower reseal project in the amount of \$26,150.00

Trustee Brauer moved, seconded by Trustee Snyder, approval of the consent agenda as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Vanderhoek. **Motion passed.**

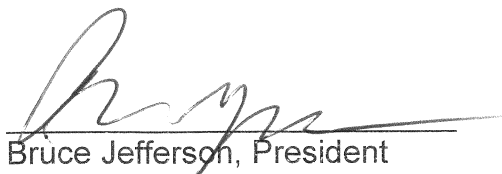
13. Correspondence

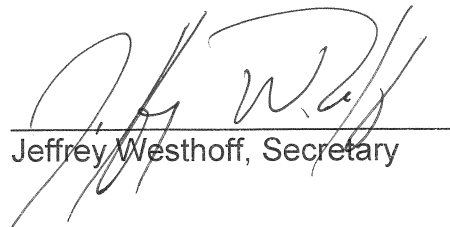
None.

14. Adjournment

President Jefferson adjourned the meeting at 9:00 p.m.

Approved: May 9, 2018


Bruce Jefferson, President


Jeffrey Westhoff, Secretary