

Minutes

1. Call to order

President Jefferson called the meeting to order at 7:01 p.m. Secretary Westhoff was physically present.

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

Upon roll call, Trustees Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff were physically present. Trustee Boland arrived at 7:07 p.m.

3. Approval of agenda

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland. **Motion carried.**

4. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Popular Materials Manager Kathy Burns, Circulation Manager Rosalie Scarpelli, Administrative Coordinator Deborah Pettersen, Branch Supervisor Karen Bollman, Technology Support Specialist Ken Fritz, and Ann Kennedy.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Executive Director Dilger reported 265 volunteer hours for April. The Friends are gearing up for their June 15-17, 2018, used book sale.

b. Palatine Public Library District Foundation

Trustee Jefferson reported there will be a ribbon-cutting ceremony on June 6, 2018, at 10:00 a.m. for the StoryWalk. The Foundation's next meeting is May 17, 2018, at 7:00 p.m.

c. RAILS

Trustee Brauer reminded Trustees there is still availability for the May 19, 2018, "Running Successful Board Meeting" training. The White Sox will have discounted tickets for Library Appreciation Day on July 28, 2018.

d. Teen Advisory Board

No report.

7. Unfinished business

None.

8. New business

a. Review of draft Working Budget for Fiscal Year 2018-19

Trustee Snyder reported the Budget Committee met April 18 and April 25, 2018, with Executive Director Dilger, Assistant Director Gardner and Finance Manager Stapleton. Executive Director Dilger discussed changes to the budget and funding the Special Reserve Fund.

b. Policy review and approval

- i. Policy 3: Library Operations
- ii. Appendix 3A: Hours of Operation
- iii. Policy 6: Facilities Management
- iv. Appendix 6A: Noise Zones

Trustee Brauer moved, seconded by Trustee Snyder, approval of proposed revisions to Policy 3: Library Operations; Appendix 3A: Hours of Operations; Policy 6: Facilities Management; and Appendix 6A: Noise Zones as amended. The revisions will take effect June 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

c. Approval of Days Closed for 2018-19

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the proposed dates of Library closures for Fiscal Year 2018-2019 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

9. President's report

a. Review of library board advocacy activities

Trustees reviewed recent Library Board advocacy activities. President Jefferson reported that Executive Director Dilger spoke for 10 minutes during the Palatine Chamber of Commerce forum the morning of May 9, 2018.

The Library will be at the June 16, 2018, Farmer's Market and will participate in the June 30, 2018, Hometown Fest Parade.

b. Strategic Plan Focus Groups

There will be a Special Board Meeting on Monday, May 14, 2018, at 7:00 p.m. The Board will hear from Amanda Standerfer of Fast Forward Libraries.

c. Friends of the Library Annual Dinner, Wednesday, June 20, 6:00 pm

The Friends of the Library Annual Dinner will take place on Wednesday, June 20, 2018, in the Story Rooms. Trustees are welcome.

10. Director's report

a. Fiscal Year 2017-18 Strategic Plan goals progress report

Executive Director Dilger reviewed the FY 2017-2018 Strategic Plan progress report.

b. Fine Amnesty Days report

Fine Amnesty Days were April 11 and 12, 2018. Circulation Manager Scarpelli reported the Library waived \$4,269.19 in fines.

c. Summer Reading Program update

Popular Materials Manager Burns presented a preview of the 2018 Summer Reading Program, *Reading Takes You Everywhere*. The Summer Kick-Off is June 2, 2018.

d. Other items (not on agenda)

Executive Director Dilger and staff have interviewed candidates for the Finance Manager position.

Executive Director Dilger has been elected the ILA representative to the American Library Association Council.

Assistant Director Gardner and Technology Assistant Manager Mike Szwed attended the Illinois Libraries Elevate workshop. Both found it rewarding.

A community stakeholders luncheon will take place May 30, 2018, as part of the Strategic Plan's focus groups, also occurring that day.

11. Committee reports

a. Board Self-Evaluation Committee

The Board Self-Evaluation Committee's next meeting is scheduled for May 24, 2018.

b. Policy Committee

None.

c. Director Evaluation Committee

Trustee Jefferson reported the Committee has evaluation materials they will be distributing.

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 April 11, 2018, Special Meeting of April 24, 2018, and the Budget Committee Meeting of April 25, 2018

- b. Financial report and approval of Warrant 2018-11 in the amount of \$463,804.71

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

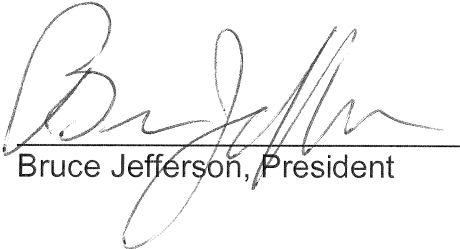
13. Correspondence

None.

14. Adjournment

President Jefferson adjourned the meeting at 8:12 p.m.

Approved: 6-13-2018



Bruce Jefferson, President



Jeffrey Westhoff, Secretary