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**Minutes**

**1. Call to order**

President Brauer called the meeting to order at 7:00 p.m. Secretary DeRosa was present.

**2. Roll call/Trustee Requests to Attend Meeting via Electronic Means**

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Puklin, and Snyder were physically present. Trustee Westhoff was absent.

**3. Approval of Agenda**

President Brauer approved the agenda as presented by general consent.

**4. Introduction of Visitors**

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Collection Services Manager Violet Jaffe, Adult Services Assistant Manager Lizette Ayala, Librarian Tracie Padal, Librarian Natalie LaRoque, Library Associate Monica Dominguez, Technology Support Specialist Ethan Hoegler, Administrative Associate Karla Nora, Friends of the Library representative Meg Cipar, Emilie Cheng, Tracey Coleman, Jerry Freda, Tom Dempsey, and John Eschbach. Technology Manager Susan Conner was in attendance by video.

**5. Public Comment**

Prior to asking for public comment, President Brauer made a statement about the public comments at the last board meeting. Brauer stated the board welcomes respectful and constructive public comments but does not condone derogatory or defamatory comments such as those expressed at the June meeting or disruptions to meetings. Brauer apologized to trustees, staff, members of the public that they were subjected to such comments.

There was no public comment this month.

**6. Liaison Reports**

a. Friends of the Library

Friends representative Meg Cipar reported the Friends had a wonderful June book sale with \$14,337 in sales. The total was just over \$15,000 with entry fees and renewed memberships. There will be a pop-up sale on Saturday, August 12 from 10:00 a.m. to 3:00 p.m. The Friends will be selling some books at the farmer's market one weekend in September and will have their regular book sale in October.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on June 22 and voted to give an end of fiscal year gift of \$5,000 to the Library. The Foundation selected a donor software, and the next meeting is July 22.

c. Reaching Across Illinois Library System (RAILS) /Illinois Library Association (ILA)

Trustee DeRosa congratulated Jeannie Dilger on her recent award of "Librarian of the Year" from ILA. The ILA Conference is October 24-26, 2023, in Springfield and the trustee day is Thursday, October 26. The Secretary of State has a new website, [www.banbookbans.com](http://www.banbookbans.com), where you can learn about the recent book ban legislation which was passed. United for Libraries has a virtual training event for trustees, Friends of the Library boards, and Foundation boards on August 1-3, 2023, and the Board Development Committee will be attending.

**7. Unfinished Business**

a. Strategic planning update

President Brauer reported that the library survey will be collected until the end of July and encouraged everyone to spread the word about it.

b. Remodeling updates

i. Member Services

Executive Director Dilger reported that the Member Services remodel project is expected to be completed Monday, July 31, which is later than planned due to furniture delays.

ii. 2<sup>nd</sup> floor staff areas

Executive Director Dilger reported that staff met with the design team on July 13. The plan is to go out for bid in October/November with construction to start in January.

**8. New Business**

- a. Approval of trustee attendance at the Illinois Library Association Annual Conference in Springfield in the amount of \$250 per trustee plus \$119/night hotel

Trustee Jefferson moved, seconded by Trustee Boland, approval of trustee attendance at the Illinois Library Association Annual Conference in Springfield of \$250 per trustee plus \$119/night hotel. Trustees discussed the dates of the award presentation/luncheon, trustee day and rates for attending the entire conference. Trustee Jefferson withdrew his motion.

Trustee Jefferson moved, seconded by Trustee Snyder, approval of trustee attendance at the Illinois Library Association Annual Conference in Springfield in the amount up to \$375 per trustee plus \$119/night hotel. Trustees are to let staff know if they are attending by August 15.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Puklin, and Snyder
Nays:	None
Abstain:	None
Absent:	Westhoff
Vote:	Motion carried

**9. President's Report**

- a. Review of library board advocacy activities

Trustee Jefferson reported that pictures of the library renovation were in the ILA Reporter magazine. President Brauer reported that she continues to receive positive comments regarding the renovation and additional services at the library.

b. Set date for Budget and Appropriations hearing

President Brauer set the date for the Budget and Appropriations hearing for Tuesday, September 19, 2023, at 7:00 p.m. prior to the regular board meeting.

Melissa Gardner gave a special presentation recognizing Jeannie Dilger as ILA's 'Librarian of the Year' and cited Dilger's many accomplishments.

**10. Treasurer's Report**

Treasurer Boland introduced the Finance Manager's highlights of expenses for the month ending June 30, 2023. Finance Manager Mary Myers reported that the library ended the year with a surplus of two million. This surplus was due to being under budget in payroll of \$600,000 and lower capital maintenance costs.

**11. Director's Report**

Executive Director Dilger reminded trustees that multi-factor authorization will be active starting July 19. Dilger reported that the library received a \$100,000 grant for capital needs which will help with the 2<sup>nd</sup> floor office renovation. Dilger reviewed blueprints of the proposed 2<sup>nd</sup> floor renovation. The social media statistics prepared by Communications Manager Andrea Lublink were cited in the board packet.

a. American Library Association Conference staff reports

Executive Director Dilger reported that several staff attended the American Library Association Conference in Chicago on June 23-26, 2023. The following staff provided a report on one of the sessions they attended: Susan Conner, Melissa Gardner, Tracie Padal, Violet Jaffe, Lizette Ayala, Natalie LaRocque, and Jeannie Dilger.

**12. Committee Reports**

a. Board Development Committee

Committee Chair DeRosa reported that the committee met on July 13 and has three tasks: survey trustees, find training, and recommend training for trustees. The committee will be issuing a survey to trustees in August.

b. Building and Grounds Committee

No report.

c. Decennial Committee

No report.

d. Director Evaluation Committee

No report.

e. Finance Committee

The committee will meet in August.

f. Minutes Review Committee

The committee will be meeting soon.

g. Policy Committee

The committee will meet in August.

h. Strategic Planning Committee

No report.

**13. Consent agenda**

a. Approval of Minutes

- i. Board Development Committee meeting of May 4, 2023
- ii. Board Development Committee meeting of June 2, 2023
- iii. Decennial Committee meeting of June 20, 2023
- iii. regular meeting of June 20, 2023

b. Approval of Warrant 2024-01 in the amount of \$678,277.37

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

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Puklin, and Snyder
Nays:	None
Abstain:	None
Absent:	Westhoff
Vote:	Motion carried.


**14. Correspondence**

None.

**15. Adjournment**

President Brauer adjourned the meeting at 8:20 p.m.

Approved:

  
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Debby Brauer, President

  
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Maureen DeRosa, Secretary