



## **Minutes**

### **1. Call to order**

President Brauer called the meeting to order at 7:32 p.m. Secretary DeRosa was physically present.

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

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

### **3. Approval of Agenda**

Trustee Jefferson requested to move Item 13.b of the Consent Agenda, approval of real estate purchase and sales contract, to Item 7.b. under Unfinished Business. Trustee Boland moved, seconded by Trustee Snyder, to approve the agenda as amended.

Roll call vote:

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

### **4. Introduction of Visitors**

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Human Resources Manager Zach Davis, Youth and Teen Services Manager Kathy Burns, Adult Services Assistant Manager Lizette Ayala, Library Associate Allison Dunal, Administrative Associate Karla Nora, Engberg Anderson Architects representative Kristin Richardson, Independent Construction

representative Dan Eallonardo, Teen Advisory Board member Veronica True and member Emilie Cheng.

## **5. Public Comment**

There was no public comment.

## **6. Liaison Reports**

### **a. Friends of the Library**

Executive Director Dilger reported that the Friends had a successful book sale last weekend and made approximately \$14,000. About 50% of this total was in credit card sales.

### **b. Palatine Public Library District Foundation**

Trustee Jefferson reported that the Foundation will meet on October 19, and they will stuff envelopes for their annual fundraising campaign. They have one potential new member.

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

Trustee DeRosa reported that the ILA annual conference is next week. DeRosa viewed the “Book Challenges on the Rise: Support Your Freedom to Read” webinar on October 2 and reported that the Illinois Secretary of State Alexi Giannoulias gave an interesting presentation regarding book bans.

### **d. Teen Advisory Board (TAB)**

TAB representative Veronica True reported that TAB will be helping with the Library’s 100<sup>th</sup> anniversary party and the winter reading program. At their October meeting TAB members learned how to use the tools and technology in the The Workshop and plan to make posters for the winter reading program.

## **7. Unfinished Business**

### **a. Second-Floor Staff Area Renovation**

Engberg Anderson Architects representative Kristin Richardson reported that the bids came in under budget with two alternate bids. The low bidder was Happ Builders. A scope review was conducted by the architects and independent

construction consultant, and Happ Builders was determined to be the lowest responsible bidder. Trustee Westhoff moved, seconded by Trustee Snyder, to award a contract for the second-floor staff area renovation to Happ Builders in the amount of \$933,400.

Roll call vote:

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

b. Approval of real estate purchase and sales contract for the sale of 224 E. Palatine Road for the price of \$1.00.

Trustee Jefferson agreed with the sale of the Clayson House to the Palatine Park District but inquired whether the sale complied with the state’s rule for disposal of property. Executive Director Dilger reported that the Library’s lawyers reviewed the agreement with the Palatine Park District and approved it, but she will confirm with the lawyers to ensure the disposal of property rule was followed. Trustee Jefferson also noted that DuPage County was cited in the agreement rather than Cook County. Trustee Jefferson recommended a final check with the attorneys on 75 ILCS 16/30-55.30 and postpone the vote until the November regular Board meeting.

**8. New Business**

a. Proclamation of Library Friends and Foundation Week

President Brauer read a proclamation recognizing October 15-21, 2023, as Library Friends and Foundation week and encouraged everyone to thank both organizations for all that they do.

b. Review and approval of policy changes

i. Approval of changes to Policy 3—Library Operations

Trustee Puklin reported that the Policy Committee updated some language in Policy 3 and no changes were made to the Policy 3 Appendices. President Brauer recommended using “with at least seven days’ notice” rather than “within at least seven days’ notice” in section

3.19. Trustees discussed the meaning of “lack of safe and hygienic attire.” Trustee Puklin moved, seconded by Trustee Boland, approval of changes to Policy 3—Library Operations as amended effective November 1, 2023.

Roll call vote:

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

- ii. Reaffirmation of Appendix 3A—Hours of Operation
- iii. Reaffirmation of Appendix 3B—ALA Code of Ethics
- iv. Reaffirmation of Appendix 3C—ALA Library Bill of Rights
- v. Reaffirmation of Appendix 3D—Code of Conduct

Trustee Puklin moved, seconded by Trustee Snyder, to reaffirm Appendix 3A—Hours of Operation, Appendix 3B—ALA Code of Ethics, Appendix 3C—ALA Library Bill of Rights, and Appendix 3D—Code of Conduct as presented.

Roll call vote:

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

## 9. **President’s Report**

President Brauer thanked the Board Development Committee for processing the competency survey and the Trustees for participating in the board development survey.

### a. Review of library board advocacy activities

Trustees DeRosa reported that she visited the American Library in Paris the previous week. Trustee Westhoff attended the Village of Palatine strategic planning session.

## 10. Treasurer's Report

Treasurer Boland reported that the Library still has a deficit due to property taxes not being received until December.

## 11. Director's Report

Executive Director Dilger reported that in September a lot of work was accomplished on strategic planning tasks and that Staff Development Day was held on September 29. Communications Manager Andrea Lublink shared quarterly social media stats in the Board packet. Thanks to Community Engagement Coordinator Beth Sousa, the Library was the recipient of a Palatine Jaycees grant that will be spent on care kits for members.

## 12. Committee Reports

### a. Board Development Committee

Committee Chair DeRosa reported that there was a summary report and board survey results in the board packet. The Committee met and developed plans for Board improvement. The next meeting will be on October 20.

### b. Building and Grounds Committee

No report.

### c. Decennial Committee

No report.

### d. Director Evaluation Committee

The committee plans to meet in November.

### e. Finance Committee

The next meeting will be November 1 at 7:00 p.m.

### f. Minutes Review Committee

The next meeting will be February 9, 2024, at 11:00 a.m.

### g. Policy Committee

The committee will meet December 7 to review Policy 4 and Policy 8.

h. Strategic Planning Committee

The Strategic Planning workshop will be on Saturday, October 21 from 9:00 am to 5:00 pm at the Palatine Village Hall at 200 E. Wood Street.

**13. Consent agenda**

a. Approval of Minutes

- i. Finance Committee meeting of August 15, 2023
- ii. Board Development Committee meeting of September 7, 2023
- iii. public hearing of September 19, 2023
- iv. regular Board meeting of September 19, 2023
- v. Policy Committee meeting of September 21, 2023

b. Approval of Warrant 2024-04 in the amount of \$621,208.75

Trustee Snyder moved, seconded by Trustee Westhoff, approval of the consent agenda as amended.

Roll call vote:

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


**14. Correspondence**


None.

**15. Adjournment**

President Brauer adjourned the meeting at 8:28 p.m.

Approved: 11-21-23

  
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Debby Brauer, President

  
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Maureen DeRosa, Secretary