



**Board of Library Trustees  
Minutes Review Committee**  
Study Room 2B, Main Library  
700 N. North Court, Palatine, IL  
February 9, 2024, 10:00 a.m.

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## **Minutes**

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

Committee Chairperson Hal Snyder called the meeting to order at 10:09 a.m.

### **2. Roll call**

Upon roll call, Trustees Snyder and Puklin were physically present.

### **3. Introduction of visitors**

None.

### **4. Public comment**

None.

### **5. Closed session for the purpose of the review of closed session minutes and audio recordings in compliance with 5 ILCS 120/2(c)(21)**

There being no visitors present, review proceeded without going into closed session.

- a. Closed session minutes of November 21, 2023, and December 8, 2023, were mailed to trustees and approved and signed in the January 2024 regular Board meeting.
- b. Closed session minutes of December 19, 2023, will be approved at the next regular Board meeting in 2024.
- c. Bank lock box inventory has been delegated to the Lock Box Review Committee, current members Trustees De Rosa (chair) and Westhoff.

- d. Library lock box contents were reviewed in the present meeting. Nothing was found that needs to be destroyed. The key for the Palatine Bank and Trust safety deposit box is in the library lock box.

**6. Other business**

None.

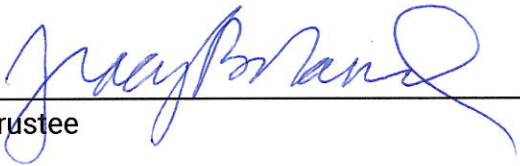
**7. Date for next meeting**

July 26, 2024, at 10 a.m., Location TBD.

**8. Adjournment**

Committee Chairperson Hal Snyder adjourned the meeting at 10:55 a.m.

Approved: 2-20-24

  
Trustee

  
Trustee

Prepared by: Hal Snyder