



Minutes

1. Call to order

President Brauer called the meeting to order at 7:36 p.m. Secretary DeRosa was present.

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

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

Trustee Snyder moved, seconded by Trustee Boland to approve Trustee Westhoff to attend the meeting via electronic means.

Roll call vote:

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

3. Approval of Agenda

President Brauer requested to move Item 13.a.i. of the Consent Agenda to Item 8.b. under New Business, Director Evaluation Committee meeting of November 9, 2023. Trustee Boland moved, seconded by Trustee Snyder, approval of the agenda as amended.

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Youth & Teen Services Manager Kathy Burns, Communications Manager Andrea Lublink, Administrative Associate Karla Nora, Friends of the Library representative Meg Cipar, Teen Advisory Board (TAB) representative Grace Lee, member Emilie Cheng, and Marguerite Tully.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Palatine Library

Friends of the Library representative Meg Cipar thanked all who attended the February Book Sale and reported that it was a fabulous sale selling on average 69% of the books they had out. The total sales were \$14,096 and credit card and cash sales were about equal. The next book sale will be in June.

b. Palatine Public Library Foundation

Executive Director Dilger reported that the Foundation will meet Thursday, February 22. The Foundation board has been working on document storage and will be discussing sponsorship opportunities for the Library's 100th anniversary celebration and StoryWalk.

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

Trustee DeRosa reported that United Against Book Bans has book resumés which are designed to help support readers' access to books that are targeted by censors. Each book resumé is a one-page document that summarizes the book's significance and educational value, including a synopsis, reviews from professional journals, awards, accolades, and more. DeRosa also advised that there is a new iLEAD Trustee Training portal at www.ileadtrustee.org for trustee training and development.

d. Teen Advisory Board (TAB)

Teen Advisory Board representative Grace Lee reported that TAB is creating spring flower pens and hosting a game night for Elderworks participants. Next month TAB will be creating cards for Library staff for Library Worker's Day in April. Executive Director Dilger thanked TAB for all that they have done for Elderworks.

7. Unfinished Business

a. Resolution No. 2024-05 approving sale of 224 Palatine Road to Palatine Park District

Trustee Boland moved, seconded by Trustee Snyder, approving Resolution 2024-05 authorizing the conveyance of property owned by the Palatine Public Library District to the Palatine Park District as presented.

Roll call vote:

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

b. Staff area renovation update

Trustee Westhoff reported that the Buildings and Grounds Committee met February 1 and Dan Eallonardo provided an update on construction progress and status of change orders. It is estimated that all construction work should be finished by April 15. The committee agreed to continue allowing Executive Director Dilger to approve any change order under \$20,000 but asked to be informed when \$60,000 of the \$80,000 contingency allowance has been spent.

c. Board Development Committee

Trustees Boland, Puklin, and DeRosa conducted a survey to identify areas of training needs for trustees. Trustee DeRosa shared the results of the survey and reported that the Committee identified five topics for board development, developed an action plan, and provided suggestions for improvement.

8. New Business

a. Approve policy changes

i. Policy 5—Financial Management

Trustee Puklin moved, seconded by Trustee Snyder, approval of changes to Policy 5—Financial Management as presented effective March 1, 2024.

Roll call vote:

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

ii. Policy 8—Community Relations

Executive Director Dilger discussed changes regarding the addition of a job bulletin board, removal of Palatine Historical Library and the way the Library works with partners. Trustee Puklin moved, seconded by Trustee Snyder, approval of changes to Policy 8—Community Relations as presented effective March 1, 2024.

Roll call vote:

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

iii. Policy 9—Human Resources

Executive Director Dilger discussed recommended changes regarding vacation, holidays, retention, personal days, and sick time. Trustees recommended language changes under Sections 9.6.2. and 9.6.4. Trustee Puklin moved, seconded by Trustee Snyder, approval of changes to Policy 9—Human Resources as amended effective March 29, 2024.

Roll call vote:

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

Vote: Motion carried

b. Director Evaluation Committee meeting of November 9, 2023

President Brauer advised of two changes to the Director Evaluation Committee minutes of November 9, 2023. Trustee Boland moved, seconded by Trustee Puklin, approval of the Director Evaluation Committee minutes of November 9, 2023, as amended.

Roll call vote:

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

9. President's Report

a. Review of Library Board advocacy activities

Trustees Westhoff and Jefferson attended the Partners for Our Community fundraiser on February 13.

b. Palatine State of the Village, February 28, 2024, 8:00-9:00 a.m.

President Brauer advised trustees of the upcoming Palatine State of the Village on February 28 from 8:00-9:00 a.m. Registration information regarding the meeting was shared with trustees.

President Brauer advised that there are ILA Library Trustee Forum Spring virtual workshops on March 2, April 6, and May 4. Trustees must register for these sessions.

President Brauer appointed Trustee DeRosa as a third member of the Policy Committee.

10. Treasurer's Report

Treasurer Boland reported that the Library is on track with spending. Trustee Brauer had a question about negative income under Special Reserves.

11. Director's Report

a. Strategic Plan action items 2024

Executive Director Dilger shared the Strategic Plan 2024-2026 action items which the management team prepared.

b. 100th Anniversary update

Andrea Lublink, Communications Manager, reported on all the activities being planned to celebrate the Library's 100th Anniversary this year and advised that all information was included in the Spring newsletter. The celebration will kick-off the weekend of May 4-5, 2024, with a Lego Train Club Exhibit, food trucks and historical exhibits. There will be several fundraising activities to raise \$20,000 for the Library to purchase a Lite Zilla Lite Brite for the children's area. Staff have put together an online merchandise store with 100th Anniversary swag and the Summer Reading Program will also have a 100th Anniversary theme. The celebration will culminate September 6-8, 2024, with a mini-golf fundraiser and activities.

12. Committee Reports

a. Building and Grounds Committee

The committee met February 1, 2024, and the next meeting is Thursday, March 7, 2024.

b. Decennial Committee

President Brauer reported that this committee will meet each month through June prior to the regular Board meeting. Community partners have been invited to each meeting.

c. Finance Committee

The committee will meet in April.

d. Lock Box Committee

The committee will meet Saturday, March 2, 2024, at 10:00 a.m. at Palatine Bank and Trust.

e. Minutes Review Committee

The committee met February 9, 2024, and there were no recommendations. The next meeting will be July 26, 2024, at 10:00 a.m.

f. Policy Committee

The committee will meet March 5, 2025, and review Policy 1 and 2.

13. Consent agenda

a. Approval of Minutes

- i. Director Evaluation Committee meeting of November 17, 2023
- ii. Building and Grounds Committee meeting of January 4, 2024
- iii. Policy Committee meeting of January 11, 2024
- iv. Decennial Committee meeting of January 16, 2024
- v. regular Board meeting of January 16, 2024
- vi. first closed session of December 19, 2023, regular Board meeting
- vii. second closed session of December 19, 2023, regular Board meeting
- viii. Building and Grounds Committee meeting of February 9, 2024
- ix. Minutes Review Committee meeting of February 9, 2024

b. Approval of Warrant 2024-08 in the amount of \$800,654.10

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

Roll call vote:

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

15. Correspondence

Executive Director Dilger shared a thank you letter from the Palatine Township Needy Family Fund for the donation of Thanksgiving baskets and gift cards to purchase turkeys.

16. Adjournment

President Brauer adjourned the meeting at 8:40 p.m.

Approved: 3-19-24

Debby Brauer
Debby Brauer, President

Maureen DeRosa
Maureen DeRosa, Secretary