

## 4—Library Administration

### 4-1 Board of Library Trustees

#### 4-1.1 Goals and Objectives

The Board of Library Trustees (Board) and staff of the Palatine Public Library District (Library) develop a strategic plan, which includes goals and objectives for each fiscal year. The strategic plan is posted on the Library's website. The Board reviews progress on the goals at least once a year. (Adopted 12-11-85, Last Revised 09-17-19, Effective 10-1-19)

#### 4-1.2 Powers of the Board of Library Trustees

The powers of the Board are enumerated in Illinois Library Law (75 ILCS 16/30) and may be amended by the Illinois State Legislature. A list of these powers is located in Appendix 4A. (Adopted 9-25-85, Last Revised 10-20-20, Effective 11-1-20)

#### 4-1.3 Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the District. The role of Trustees as individuals, and as a Board, is detailed in Appendix 4B. (Adopted 9-25-85, Last Revised 09-17-19, Effective 10-1-19)

#### 4-1.4 Orientation and Development

Each new Trustee receives an orientation to procedures, functions, and Board activities. These include but are not limited to receipt and review of relevant documents and information; tours of the Library and introductions to staff members; opportunities to attend Illinois Library Association (ILA) and American Library Association (ALA) conferences, workshops, and meetings conducted by the Reaching Across Illinois Library System (RAILS) and the Illinois State Library; and other meetings appropriate for gaining information on library issues of a national, state, and local nature. The Library will pay the membership dues for any Trustee who elects to join ALA, ILA, and/or United for Libraries. Trustee participation is encouraged. (Adopted 12-12-90, Last Revised 09-17-19, Effective 10-1-19)

#### 4-1.5 Library District Safe Deposit Box

The Board maintains a safe deposit box in the name of the Palatine Public Library District. This box is accessible only to the Board officers or approved staff when accompanied by one of the above Trustees.

A bi-annual inventory of contents of the box is made by two designated Trustees, one of whom is an officer of the Board. The inventory is kept in the lock box and a copy of the inventory is kept on file at the Library. (Adopted 1-9-91, Last Revised 10-20-20, Effective 11-1-20)

#### 4-1.6 Verbatim Records of Closed Meetings

The Secretary creates a verbatim record of closed meetings in the form of an audio recording. At the conclusion of the closed meeting, the Secretary seals, dates, and identifies the recording. The Secretary deposits the recording in the Library's safe deposit box within 30 calendar days of the recorded meeting. No access to the recordings is permitted except in accordance with the Open Meetings Act. The Board considers approving the destruction of the recordings after 18 months during the semiannual review of closed meeting minutes and verbatim records. (Adopted 12-10-03, Last Revised 10-20-20, Effective 11-1-20)

#### 4-2 Executive Director

##### 4-2.1 Duties and Responsibilities

The Executive Director is responsible for the operation and management of the Palatine Public Library District in accordance with the laws of the State of Illinois and within the guidelines established by the Board. The Executive Director's global duties are to hire competent personnel; to operate library facilities within the established budget; to achieve the greatest value while promoting member satisfaction; and to advise the Board in all areas of responsibility. Appendix 4D contains an overview of the duties and responsibilities of the Executive Director. The Board maintains a complete job description for the Executive Director. (Adopted 12-11-85, Last Revised 10-20-20, Effective 11-1-20)

##### 4-2.2 Compensation and Performance Evaluation

The Board reviews the performance of the Executive Director annually. The first appraisal takes place six months after initial employment. The Executive Director's salary is reviewed and established annually by the Board. (Adopted 1-12-77, Last Revised 09-17-19, Effective 10-1-19)

Policy 4 Comprehensive Review: Adopted 9-25-85; Last Revised 10-20-20, Effective 11-1-20.

## APPENDIX 4A—The Role of the Board of Library Trustees

NOTE TO TRUSTEES: In the Policy Committee, it was discussed that this appendix simply summarizes the powers of the board as delineated in the law. Jeannie recommended removing it from the appendices and just referring directly to the law in Policy 4, to avoid discrepancies when the law changes. The summary would still be kept as one of the documents shared with new trustees during orientation. The Policy Committee would like full board feedback on this recommendation.

The powers of the Board of Library Trustees (Board) are governed by the Public Library District Act (the Act) of the Illinois State Statutes [75 ILCS 16/30-55], including, but not limited to, the following summaries:

- enact, amend, and rescind ordinances and make and adopt such bylaws, rules, and resolutions for their own guidance and for the government of the Library as may be expedient and not inconsistent with the Act
- have the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the Library funds
- have exclusive control of the construction of any Library building and of the supervision, care, and custody of the grounds, rooms, or buildings constructed, leased, or set apart for that purpose
- purchase or lease real or personal property, and construct an appropriate building or buildings for the use of the Library according to 75 ILCS 16/30-55.20
- remodel or reconstruct a building erected, purchased, or leased by the Board, when such building is in need thereof or is not adapted to its purposes and needs
- sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for Library purposes under such terms as the Board deems best, but in no event on contracts extending over a period of more than 20 years, and to lease to others any real property not immediately useful to the district but for which plans for ultimate use have been adopted
- appoint and fix the compensation of a qualified librarian to act as administrator of the Library's operations including the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such employees
- retain counsel and professional consultants as needed
- contract with any public or private corporation or entity for the purpose of providing or receiving Library service or performing any and all acts necessary

and proper to carry out the responsibilities, the spirit, and the provisions of 75 ILCS 16/30-55.40

- join with the board(s) of one or more public libraries within this state in maintaining libraries or for the maintenance of a common library or common library services for the participants upon such terms and conditions as may be agreed upon by and between the participating library boards
- enter into contracts and take title to any property acquired by it for Library purposes
- exclude from the use of the Library any person who willfully violates the rules prescribed by the Board
- extend the privileges and use of the Library, including the borrowing of materials on an individual basis by persons residing outside of the District upon such terms and conditions set forth in Illinois Library law governing use of the library by nonresidents [75 ILCS 16/30-55.60]
- undertake programs for the purpose of encouraging the addition to the District of adjacent areas without local tax-supported library service and to expend funds for this purpose
- establish fines and penalties for
  - damage to any library material
  - damage to any property belonging to or in the custody of the Library
  - failure to return any book, material, or property belonging to or in the custody of the Library
- invest funds pursuant to Illinois state statutes
- exercise the power of eminent domain
- accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received from taxes or other sources, for the purpose of providing self-insurance against liabilities of the Library
- purchase membership for the Library or its Trustees in the Illinois Library Association, the American Library Association, or any nonprofit, nonpolitical, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of improving library development and librarianship
- participate in the maintenance of a historical museum and library organized and maintained for the promotion of historical education within the District by any historical society or other civic body or corporation, upon such terms and

conditions as may be mutually agreed upon by the Board and the governing board of such historical society or other such civic body or corporation

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 1-13-99, Last Revised 10-20-20, Effective 11-1-20)

## APPENDIX 4B—The Role of the Trustee

Trustees represent the interests of the residents at large of the District.

Duties and responsibilities of Trustees include, but are not limited to, the following:

- hire and supervise the Executive Director
- work with the Executive Director to create developmental goals for the Executive Director and review the performance of the Executive Director at least once a year
- develop and establish policy
- work with the Executive Director to prepare the annual budget and approve the annual working budget
- approve salary schedule changes
- approve and ensure adequate funding for all expenditures
- maintain accurate records of financial transactions and other Board decisions
- obtain information necessary for an adequate appraisal and understanding of the Library's programs and services, and assess how well the Library is meeting the needs of ~~patrons~~members
- direct observations or concerns regarding the operations of the Library to ~~the~~ fellow Trustees ~~and~~/or Executive Director
- consider Library services and specific actions recommended by the staff
- establish and approve annual plans, goals, and objectives based on the needs of the Library
- select architects and approve preliminary and final plans and specifications for all new buildings, additions, and major remodeling projects
- encourage development of community awareness of library services by establishing methods of communication that keep the public informed of the purpose, needs, and status of library service in the District
- keep informed on innovations in library services and operations through outside meetings, administration reports, or consultants
- attend Board meetings regularly and prepare in advance for the meetings

- orient new Board members
- comply with all applicable federal, state, and local statutes, ordinances, and regulations

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 9-6-97, Last Revised 10-20-20, Effective 11-1-20)

## **APPENDIX 4C—United for Libraries Public Library Trustee Ethics Statement**

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the Director or the supervision of library staff.



- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Official Statement from United for Libraries, approved by the United for Libraries Board in January 2012

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 1-13-99, Last Revised 10-20-20, Effective 11-1-20)

## **COVID-19 VACCINE PROGRAM**

*NOTE TO BOARD: This policy would replace the voluntary vaccinations section of Policy 9-50.8 Emergency Paid Sick Leave Due to COVID-19. Subsequent policy sections would be renumbered.*

### **9-51 COVID-19 Vaccinations**

The Library recognizes its responsibility to provide employees a workplace free of recognized hazards. Further, the Library believes that the suppression of the COVID-19 virus is a priority for the health, safety, and welfare of employees, residents, and Library visitors. This policy is intended to maximize the protection afforded by the COVID-19 vaccine. The goal of this program is to protect employees, employees' family members, Library visitors, and the broader community. This policy is intended to follow all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

As a condition of employment, all employees of the Library must provide proof of full vaccination or a weekly negative COVID-19 test. Newly hired employees will be required to supply proof of immunization to be exempt from weekly testing. This policy does not cover volunteers or visitors.

If an employee has not complied with this requirement, the employee may not report to work on-site.

Employees should contact their county public health department to obtain information about vaccination or testing sites. Employees may also be able to obtain vaccine availability information from their own health care providers. Vaccinations should be processed through the employee's health insurance where applicable or otherwise submitted for reimbursement if there is a cost.

All employees will be granted up to two hours paid time off work to receive any vaccinations occurring during their scheduled work time. Employees are to work with their managers to schedule proper time to obtain the COVID-19 vaccine. No reimbursement or paid time off will be offered for weekly testing.

### **Confidentiality**

Confidentiality and respect to our employees' rights are important to us. Records documenting vaccinations and declinations will be maintained by Human Resources. Only key Human Resources staff will have access to vaccine compliance records. All information received under this policy will be kept confidential to the greatest extent possible. Sharing of information shall be based on a need-to-know basis and only to the level required to notify management personnel regarding those employees who are not in compliance with this policy.

No employee will be discriminated, harassed, or retaliated against for their vaccination status. If an employee believes that they have been treated in a manner contrary to this policy, please notify Human Resources immediately.

#### Consequences of Non-Compliance

All persons covered under this policy shall be aware that compliance is a condition of employment or access to the Library facilities. Employees who do not certify that they have received the COVID-19 vaccine or show proof of a negative weekly test will not have access to the Library's non-public facilities.

#### Right to Change or Terminate Policy

If vaccine shortages occur and/or if CDC or government officials' recommendations are altered, the Library may change, suspend, or revoke all or part of this policy.

#### Effective Date

The effective date of this COVID-19 Vaccination Policy is January 1, 2022. After that date, if a staff member has not provided documentation of vaccination, they must provide HR proof of a negative COVID-19 test weekly. Failure to comply may lead to disciplinary action, up to and including termination. Staff members not in compliance with this policy will be placed on unpaid leave until their employment status is decided by the Executive Director after consultation with the Human Resources Manager.



## INTERNAL MEMO

TO: Library Board of Trustees

FROM: Jeannie Dilger, Executive Director

DATE: October 19, 2021

SUBJECT: Naming Opportunities for Branches

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Trustees,

In the course of talking with businesses about potential naming opportunities, the Foundation has had some interest expressed in naming the Rand Road Branch. I would like to propose that we add both branches to the possible naming opportunities. I've included the room listing on the next page so you can see where the branches would fit in.

Because suite signage outside the branches is determined by the landlord at each facility, I would suggest that we post a suite sign just inside the door, using the same signage that we are using for Main Library rooms.

With the Board's approval, the Foundation will be able to move forward with soliciting donations. Please feel free to reach out if you have any questions or concerns.

Sincerely,

*Jeannie Dilger*

Jeannie Dilger  
Executive Director



Room/Space	Est. Square Footage	Traffic	Time	Suggested Donation
Lobby	1461	High	10 years	\$ 50,000
Café	720	High	5 years	\$ 25,000
Early Literacy Area	500	High	5 years	\$ 25,000
Elementary Learning Space	412	High	10 years	\$ 25,000
Quiet Reading Room	980	Medium	10 years	\$ 15,000
Storytime Room A	500	Medium	10 years	\$ 10,000
Storytime Room B	1000	Medium	10 years	\$ 10,000
Board Room	600	Low	10 years	\$ 10,000
Meeting Room 1	1800	Medium	10 years	\$ 50,000
Meeting Room 2	600	Medium	10 years	\$ 25,000
Meeting Room 3	340	Medium	10 years	\$ 10,000
Teen Space	2123	Medium	5 years	\$ 8,000
Workshop	3000	High	10 years	\$ 30,000
Study Rooms	32-210	Low	5 years	\$ 5,000
Nursing/Sensory Room	72	Low	5 years	\$ 5,000
Rand Road Branch	1200	Medium	10 years	\$10,000
North Hoffman Branch	1200	Medium	10 years	\$10,000