



## **Minutes**

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

Committee Chairperson Maureen DeRosa called the meeting to order at 5:36 p.m.

### **2. Roll call**

Upon roll call, Trustees Tracy Boland, Bhumika Puklin, and Maureen DeRosa were physically present. Trustee Hal Synder was absent.

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

There were no visitors.

### **4. Public comment**

There was no public comment.

### **5. Discussion of tasks to improve Board processes and Trustee knowledge**

The committee reviewed the tasks to be completed and the progress made to date. Committee members will participate in the United for Libraries Virtual Trustee Event on August 1-3, 2023. The committee reviewed the United For Libraries board self-evaluation survey and determined that this survey with minor edits will be sent to the trustees in August.

### **6. Other business**

There is no other business.

### **7. Date for next meeting**

The next meeting is scheduled for August 3 at 5:30 p.m.

### **8. Adjournment**

Trustee DeRosa adjourned the meeting at 6:33 p.m.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by: Maureen DeRosa



## **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





**Board of Library Trustees  
Minutes Review Committee**  
Board Room, Main Library  
700 N. North Court, Palatine, IL  
July 28, 2023, 11:00 a.m.

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## **Minutes**

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

Committee chair Snyder called the meeting to order at 11:00 am.

### **2. Roll call**

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

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

None.

### **4. Public comment**

None.

### **5. Annual Secretary's audit of the minutes of all meetings for the 2022-2023 fiscal year.**

The Annual Secretary's Audit was completed. All records were found to be accurate.

### **6. 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.

The Committee found three printed sets of closed-session minutes requiring approval by the Board. Copies of these minutes will be mailed by USPS to each Trustee for review to allow approval in a future Board meeting. One printed set of closed-session minutes continues to require confidentiality.

The Committee found three closed session audio recordings created prior to January, 2022. As they are 18 or more months old, the following may be destroyed:

- Thumb drive from regular Board meeting of April 20, 2021, closed session.
- Audio CD from regular Board meeting of December 21, 2021, closed session Part 1.
- Audio CD from regular Board meeting of December 21, 2021, closed session Part 2.

**7. Other business**

None.

**8. Date for next meeting**

Friday, February 9, 2024, at 11:00 am.

**9. Adjournment**

Trustee Snyder adjourned the meeting at 12:05 pm.

Prepared by: Hal Snyder.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

## Vendor Payments 08/15/2023

Vendor name	Total
Allegra Meadows	\$ 15.00
Amazon Business	\$ 4,738.28
American Library Association	\$ 681.25
Ann Torralba	\$ 475.00
Ayala, Lizette	\$ 314.52
Blackstone Publishing	\$ 400.60
CANON SOLUTIONS AMERICA, INC.	\$ 104.88
CAVENDISH SQUARE	\$ 186.03
CENGAGE LEARNING INC - GALE	\$ 763.96
CENGAGE LEARNING INC - GALE	\$ 29,049.51
COLLEY ELEVATOR CO.	\$ 228.00
Combined Roofing Services LLC	\$ 1,536.99
COMPLETE CLEANING COMPANY, INC	\$ 7,150.00
COOPERATIVE COMPUTER SERVICES	\$ 23,344.60
CULLIGAN WATER CONDITIONING, INC	\$ 63.99
CUMMINS	\$ 498.06
CURRENT TECHNOLOGIES CORPORATION	\$ 5,580.00
Cusmano, Brooke	\$ 127.66
DEMCO	\$ 224.10
Dual, Allison	\$ 80.81
Engberg Anderson, Inc	\$ 4,698.11
Engie	\$ 16,770.68
Esscoe	\$ 4,916.04
Everliving Greenery	\$ 363.00
First Com	\$ 2,049.64
First National Bank of Omaha	\$ 9,895.83
FLAGS USA	\$ 166.00
Gardner, Melissa	\$ 144.38
HALLORAN & YAUCH, INC	\$ 441.84
HAYES MECHANICAL	\$ 1,187.00
Henricksen (Grace Czischki)	\$ 224.56
HOFFMAN ESTATES PARK DISTRICT - 2	\$ 2,500.00
HR SOURCE	\$ 656.25
ILLINOIS LIBRARY ASSOCIATION	\$ 750.00
INDEPENDENT CONSTRUCTION SERVICES, INC.	\$ 4,900.00
INGRAM-2004115	\$ 22,013.57
JOHNSON CONTROLS Security Solutions	\$ 9,189.82
JOURNAL & TOPICS NEWSPAPERS	\$ 3,115.00
KANOPY LLC	\$ 1,219.00
KLEIN THORPE AND JENKINS, LTD	\$ 715.00

KONICA MINOLTA	\$	1,613.17
KONICA MINOLTA BUSINESS SOLUTIONS	\$	865.72
LABELVALUE.COM	\$	132.04
Lakeshore Learning	\$	270.20
LaRocque, Natalie	\$	126.34
LIBRARY FURNITURE INTERNATIONAL, INC.	\$	26,797.98
LJ Morse Construction Co.	\$	26,284.00
Michael Hall	\$	250.00
MIDWEST TAPE	\$	8,521.87
MIDWEST TAPE-HOOPLA	\$	6,963.04
MUTUAL ACE PALATINE	\$	143.58
Northwest Community Healthcare	\$	746.25
OVERDRIVE INC.	\$	9,293.35
Patti, Emily	\$	155.00
Peerless Network	\$	475.60
PERMA CARD (CREATIVE DATA PRODUCTS)	\$	879.89
PETTY CASH	\$	393.85
Quill	\$	36.18
RAILS	\$	17,907.00
Rivistas	\$	30,764.06
ROSE PAVING LLC	\$	8,666.45
ROWMAN & LITTLEFIELD GROUP	\$	160.65
Scientific Spectrum	\$	974.00
Scott Landscapes LLC	\$	1,326.00
Sherwin Williams	\$	132.48
SMG Security Holdings, LLC	\$	51.98
Stacy Atristain-Conway	\$	250.00
Staples Advantage	\$	455.04
THERESA M BENSON	\$	250.00
TSAI FONG BOOKS	\$	233.36
TUMBLEWEED PRESS	\$	1,050.00
ULINE	\$	310.43
UNITE PRIVATE NETWORKS, LLC	\$	5,980.59
United States Postal Service	\$	310.00
VANGUARD ENERGY SERVICES, LLC	\$	535.49
WAREHOUSE DIRECT	\$	1,119.11
Wex Bank	\$	132.71
	<b>\$</b>	<b>316,036.37</b>

**Palatine Public Library District**  
**Warrant 2024-02 Payroll and Invoice Distribution Totals**  
**For the month of August 2023**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
07/15/2023	Payroll - Paycom	\$167,325.70
07/31/2023	Payroll - Paycom	\$170,075.12
Total 5310 · Gross Salaries		<b>\$337,400.82</b>
<b>5311 · Employer IMRF Fund Expense</b>		
07/31/2023	IMRF	\$29,368.19
Total 5311 · IMRF Fund Expense		<b>\$29,368.19</b>
<b>5312 · Employer Social Security Fund Expense</b>		
07/15/2023	Payroll Taxes - Paycom	\$12,531.24
07/31/2023	Payroll Taxes - Paycom	\$12,741.60
Total 5312 · Social Security Fund Exp		<b>\$25,272.84</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
07/31/2023	Health Insurance - Blue Cross/Blue Shield	\$28,323.93
07/31/2023	Life Insurance - Principal	\$2,063.02
Total 5313 · Health & Life Insurance		<b>\$30,386.95</b>
<b>5660 · Payroll Processing Fee</b>		
07/15/2023	Payroll Processing Fee - Paycom	\$518.87
07/31/2023	Payroll Processing Fee - Paycom	\$492.29
Total 5660 · Payroll Processing Fee		<b>\$1,011.16</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$423,439.96</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$100.27</b>
<b>Early Release Checks</b>		
<b>Check &amp; ACH Pmts - 08/15/23</b>		<b>\$316,036.37</b>
<b>6500 · BOND EXPENSES</b>		
<b>TOTAL WARRANT 2024-02</b>		<b>\$739,576.60</b>

Executive Director

**Approved by the Board of Trustees**

President

Date

Secretary

Date