



## **Minutes**

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

Committee Chairperson Maureen DeRosa called the meeting to order at 5:32p.m.

### **2. Roll call**

Upon roll call, Trustees Tracy Boland, Bhumika Puklin, and Maureen DeRosa were present.

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

There were no visitors.

### **4. Public comment**

There was no public comment.

### **5. Discussion of tasks- to find and recommend resources for board development based on Trustee input.**

The committee reviewed the tasks to be completed and the progress made to date. Committee members participated in the United for Libraries Virtual Trustee Event on August 1-3, 2023. The committee finalized the Board Self-Evaluation Survey. Committee Member Boland will email the survey with a cover memo from Committee Chairperson DeRosa. Trustees will be requested to return the survey by August 25th.

### **6. Other business**

There is no other business.

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

The next meeting is scheduled for September 7 at 5:30pm.

### **8. Adjournment**

Trustee DeRosa adjourned the meeting at 6:32 pm.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Maureen DeRosa



## **Minutes**

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

President Brauer called the meeting to order at 7:02 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, Snyder and Westhoff were physically present. Trustee Puklin 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 Manager Brian Herner, Youth and Teen Services Manager Kathy Burns, Communications Manager Andrea Lublink, Librarian Brooke Cusmano, Librarian Emily Patti, Technology Support Specialist Ethan Hoegler, Human Resources Associate Terry Versen, Friends of the Library representative Meg Cipar and Emilie Cheng.

### **5. Public Comment**

There was no public comment this month.

### **6. Liaison Reports**

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

Friends representative Meg Cipar reported the Friends had a successful pop-up sale on August 12, with proceeds of almost \$400. The Friends also have acquired two new members. The next book sale will be held on October 13-15, 2023.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on July 20. The Foundation gave an end of fiscal year gift of \$5,000 to the Library. The Foundation is planning a Giving Tuesday campaign. The next meeting is August 17.

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

Trustee DeRosa reported that October 1-7 is Banned Books Week. There will be a Zoom presentation, "Book Challenges on the Rise – Support Your Freedom to Read" on October 2 for those interested in current book challenges and implications on censorship. ILA also has some upcoming events regarding this topic.

**7. Unfinished Business**

a. Remodeling updates: 2<sup>nd</sup> floor staff areas

Kristin Richardson of Engberg Anderson reported that the final concepts of the staff area remodel are being refined with the cost estimates being confirmed. The costs have decreased due to more specific engineering designs. The bid results for the staff area should be complete and ready for presentation to the Board in October.

**8. New Business**

a. Certification of the Illinois Public Library Annual Report (IPLAR) to the State Library

Trustee DeRosa moved, seconded by Trustee Snyder, approval of certification of the Illinois Public Library Annual Report (IPLAR) to the State Library. The report contains statistical information compiled at fiscal year end and is required to be submitted annually.

Roll call vote:

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

**9. President's Report**

a. Review of library board advocacy activities

President Brauer reported on the upcoming Legislative Luncheon to be held by the Hoffman Estates Chamber of Commerce on September 15. Trustee Boland and Executive Director Dilger plan to attend. President Brauer also requested that the approval process of closed session committee meetings be expedited in a quicker fashion and how it would be beneficial to approve the closed session items when they are still fresh on everyone's mind.

**10. Treasurer's Report**

Treasurer Boland reported that a \$580K deficit is due to a four-month delay of property tax income. Finance Manager Mary Myers reported this also happened last year with the library receiving the funds late, so this issue will correct itself when the taxes come in.

**11. Director's Report**

a. Year in review

Executive Director Dilger reported on the library's fiscal year end statistical data, citing the changing trends of the library including member count, types of materials utilized by members, subject areas, meeting and study room usage, one-on-one assistance requests and volunteer demographics.

b. 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: Andrea Lublink, Brian Herner, Brooke Cusmano, and Emily Patti. Carly Thompson's notes were presented at the meeting.

**12. Committee Reports**

a. Board Development Committee

A survey was finalized and sent to trustees on August 3 and is to be completed and returned by August 25. The committee will meet September 14.

b. Building and Grounds Committee

No report.

c. Decennial Committee

No report.

d. Director Evaluation Committee

No report.

e. Finance Committee

Trustee Boland reported that the committee met on August 15. Items discussed were budget and appropriations processes.

f. Minutes Review Committee

The committee will meet February 9, 2024, at 11:00 a.m.

g. Policy Committee

The committee will meet September 21.

h. Strategic Planning Committee

No report.

**13. Consent agenda**

a. Approval of Minutes

- i. Board Development Committee meeting of July 13, 2023
- ii. regular meeting of July 18, 2023
- iii. Minutes Review Committee meeting of July 28, 2023

b. Approval of Warrant 2024-02 in the amount of \$739,576.60

c. Approval of closed session minutes

- i. regular meeting of February 21, 2023
- ii. regular meeting of March 21, 2023
- iii. regular meeting of April 18, 2023

d. Approval of publication of closed session minutes no longer requiring confidential treatment

- i. regular meeting of February 21, 2023
- ii. regular meeting of April 18, 2023

e. Approval to destroy recordings of closed session minutes

- i. closed session of April 20, 2021
- ii. closed session, part 1 of December 21, 2021
- iii. closed session, part 2 of December 21, 202

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

Roll call vote:

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

#### **14. Correspondence**

Board emails were read aloud with feedback regarding the flying of the Pride flag outside of the library. Patron requests included using a Pride flag that includes the black and brown chevron and flying the flag all the time.

#### **15. Adjournment**

President Brauer adjourned the meeting at 8:17 p.m.

Approved:

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Debby Brauer, President

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Maureen DeRosa, Secretary

## Vendor Payments 09/19/2023

Vendor name	Total
Amazon	5,406.81
American Indian Association of Illinois	1,500.00
AMERICAN LIBRARY ASSOCIATION	931.00
BENSON, RAYMOND	250.00
Blackstone Publishing	45.24
BOCHENEK, ANNETTE	400.00
CDW GOVERNMENT	285.65
CENGAGE LEARNING INC - GALE	1,075.10
CENTER POINT LARGE PRINT	294.84
CHILDREN'S PLUS INC.	1,549.45
COMCAST	428.30
COMPLETE CLEANING COMPANY, INC	8,613.00
CULLIGAN WATER CONDITIONING, INC	14.00
CURRENT TECHNOLOGIES CORPORATION	28,288.59
D & Z HOUSE OF BOOKS	398.52
DEMCO	113.61
ENGBERG ANDERSON, INC	55,817.53
ETTINGER, FRED R.	310.00
EVERLIVING GREENERY	363.00
Fambro Management LLC	460.00
FIRST COMMUNICATIONS, LLC	2,051.46
First National Bank of Omaha	16,453.19
Gire, Dann	250.00
HAYES MECHANICAL	3,370.50
Henricksen	224.56
HOFFMAN ESTATES CHAMBER OF COMMERCE	250.00
HR SOURCE	3,000.00
Illinois Library Association	600.00
Independent Construction Services	420.00
INGRAM	16,238.68
INGRAM	25.16
JCFS Chicago	510.00
JERRY DONAHUE	225.00
KANOPY LLC	1,339.00
Karla Alba	250.00
KLEIN THORPE AND JENKINS, LTD	188.60
KONICA MINOLTA BUSINESS SOLUTIONS	776.38
KRISTYN SLICK	300.00
LAUTERBACH & AMEN LLP	4,000.00
LESLIE GODDARD	400.00
LIBRARY FURNITURE INTERNATIONAL, INC.	52,079.00
Loredana Tomasello	100.00
LUKASIK, GAIL	125.00



MANGO LANGUAGES	5,743.26
Martin, Constance L.	379.80
MEGAN BUTTERA	125.00
MIDWEST TAPE	6,444.36
MORNINGSTAR	7,689.00
MUTUAL ACE PALATINE	187.00
Nancy Burgess	275.00
Nexuscomm LLC	8,750.00
NORTHWEST COMMUNITY HEALTHCARE	746.25
OCLC INC	368.66
OVERDRIVE INC.	8,782.38
Palatine Public Library - Petty Cash	235.83
Peerless Network	237.80
PITNEY BOWES PURCHASE POWER	500.00
POCKET CIRCUS	400.00
PROQUEST LLC	39,438.44
Quill Corporation	1,939.02
ROTARY CLUB OF PALATINE	105.00
ROWMAN & LITTLEFIELD GROUP	133.31
Scott Pools LLC	5,765.00
Sentrum Marketing LLC	225.50
SMG Security Holdings, LLC	103.96
TASTE OF HOME	82.84
Team One Repair, Inc.	585.00
THE DAILY HERALD	1,020.60
Tipalti	6,866.40
TODAY'S BUSINESS SOLUTIONS, INC	219.04
TOWN SQUARE PUBLICATIONS	795.00
TULLOCH, REBECCA	300.00
UNIQUE MANAGEMENT SERVICES	738.75
UNITE PRIVATE NETWORKS, LLC	2,101.32
VERY SMART PEOPLE LLC	600.00
VOGUE PRINTERS, INC.	15,987.00
WAREHOUSE DIRECT	1,717.55
WM Corporate Services, Inc.	263.62
Hoffman Estates Park District	2,500.00
JIM GIBBONS	275.00
KAREN FOTOPOULOS	270.00
Notary Association	66.95
Vanguard Energy	488.11
JACQULINE SCHATTFNER	160.00
Kristyn Slick	150.00
Engie Resources	16,939.02
<b>TOTAL</b>	<b>350,421.94</b>

Palatine Public Library District  
Warrant 2024-03 Payroll and Invoice Distribution Totals  
For the month of September 2023

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
08/15/2023	Payroll - Paycom	\$169,412.15
08/31/2023	Payroll - Paycom	\$176,751.05
Total 5310 · Gross Salaries		\$346,163.20
5311 · Employer IMRF Fund Expense		
08/31/2023	IMRF	\$30,002.24
Total 5311 · IMRF Fund Expense		\$30,002.24
5312 · Employer Social Security Fund Expense		
08/15/2023	Payroll Taxes - Paycom	\$12,684.77
08/31/2023	Payroll Taxes - Paycom	\$13,246.39
Total 5312 · Social Security Fund Exp		\$25,931.16
5313 · Employer Health & Life Insurance Expense		
08/31/2023	Health Insurance - Blue Cross/Blue Shield	\$28,296.48
08/31/2023	Life Insurance - Principal	\$2,116.07
Total 5313 · Health & Life Insurance		\$30,412.55
5660 · Payroll Processing Fee		
08/15/2023	Payroll Processing Fee - Paycom	\$489.15
08/31/2023	Payroll Processing Fee - Paycom	\$495.42
Total 5660 · Payroll Processing Fee		\$984.57
TOTAL 5300 · PAYROLL EXPENSES:		\$433,493.72
5660 - Bank & Credit Card Service Charges		\$170.47
Early Release Checks		
Check & ACH Pmts - 09/19/23		\$350,421.94
6500 · BOND EXPENSES		
TOTAL WARRANT 2024-03		\$784,086.13

\_\_\_\_\_  
Executive Director

Approved by the Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date