



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, True, Sherry and Westhoff were physically present.

3. Approval of Agenda

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

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Gardner, Deputy Director Susan Conner, Community Services Director Kathy Burns, Finance Manager Mary Myers, Collection Services Manager Carly Thompson, Administrative Associate Sarah Kacimi, Friends of the Library Representative Meg Cipar, Teen Advisory Board Representative Veronica True, Member Services Manager Rosalie Scarpelli, Workshop Manager Selicia Applegate, and community members Emilie Cheng, Zack Kerr, Joanne Ha, Thomas Brauer, Jennifer Ha, Leticia Valero, Lisa Hoppe, and Audrey Natcone.

5. Election of President pro tem and Secretary pro tem

Trustee Brauer served as President pro tem and Trustee DeRosa served as Secretary pro tem.

6. Secretary's Certification of Membership of the Board of Trustees

Secretary DeRosa presented the Certification of Membership to the Board of Trustees.

7. Administration of Oath of Office

Secretary DeRosa administered the Oath of Office to Trustees Brauer, Ha, Sherry, True, and Westhoff.

8. Nominating Committee Report

a. Presentation of Slate of Officers

The slate of officers was presented as follows; Trustee Brauer as Board President, Trustee Westhoff as Board Vice President, Trustee DeRosa as Treasurer of the Board, and Trustee Sherry as Secretary of the Board. President Brauer asked if there were nominations from the floor. There were none.

b. Election of Officers

Trustee Westhoff moved, seconded by Trustee Boland, approval of the election of officers as presented.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Ha, Sherry, True, and Westhoff
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried.

9. Public Comment

None.

10. Liaison Reports

a. Friends of the Library

Friends of the Library Representative Meg Cipar reported that the Friends are preparing for the upcoming book sale on June 20, 21, and 22. Cipar added that the 'book nook' sales in the Library have been steadily rising.

b. Palatine Public Library District Foundation

Finance Manager Mary Myers reported that the Foundation met to discuss new funding for the Story Walk. The next Foundation meeting will be on Thursday, May 22.

b. RAILS/ILA

Trustee DeRosa reported that two bills were introduced in the General Assembly that will allow the Secretary of State's office to issue funding grants to increase security measures at Libraries. Both bills are aimed at improving library safety, including the physical security of library spaces, protection for library staff, and ensuring a welcoming and safe environment for all users. The bills were approved in their respective chambers. DeRosa also reported on the article, *The Community Impact of Makerspaces*, cowritten by Selicia Applegate, the Palatine Library Workshop Manager.

c. Teen Advisory Board (TAB)

TAB Representative Veronica True reported that TAB said goodbye to the seniors with a pizza party and discussed what they can do differently next year.

11. Unfinished Business

a. Approve budget for 1st floor renovation

Trustee Boland moved, seconded by Trustee True, approval of the budget for the 1st floor renovations.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Ha, Sherry, True, and Westhoff
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried.

12. New Business

a. Review PMA Financial projections report

Representative of PMA Financial Lisa Nusko gave a presentation to the Board explaining what PMA Financial is and how it works.

b. Review draft of Working Budget for Fiscal Year 2025-2026

Executive Director Gardner and the Board reviewed the draft of the Working Budget for FY 25-26.

c. Review draft of Salary Schedule for Fiscal Year 2025-2026

Executive Director Gardner and the Board reviewed the draft of the Salary Schedule for FY 25-26.

d. Closing Schedule for Fiscal Year 2025-2026

A draft of the closing schedule for FY25-26 was reviewed by the Board.

e. Community Solar Contract

The Community Solar contract will be reviewed at next month's Board meeting.

f. Approve Policy changes

- i. Policy 2 – Library Cards and Accounts
- ii. Appendix 2A – Certain Rules and Restrictions of the Use of Services and Facilities
- iii. Appendix 2C – Schedule of Loan Periods and Restrictions

Trustee DeRosa moved, seconded by Trustee True, approval of changes to Policy 2 – Library Cards and Accounts, Appendix 2A – Certain Rules and Restrictions of the Use of Services and Facilities, and Appendix 2C – Schedule of Loan Periods and Restrictions as presented, effective June 1, 2025.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Ha, Sherry, True, and Westhoff
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried.

13. President's Report

a. Appointment of standing committees

President Brauer assigned the new appointments of standing committees.

b. Review of Library Board Advocacy Activities

Trustees Sherry and Westhoff attended the Whiskey and Roses Kentucky Derby event hosted by the Palatine Opportunity Center (POC). Trustees Brauer and True attended the Volunteer Appreciation Luncheon at the Library and the Journey's Women's Luncheon. Trustee Ha spoke with friends and family about the services offered at Palatine Library.

c. LACONI Trustee Banquet, May 30, 2025

The deadline for signing up for the LACONI Trustee Banquet has passed.

10. Treasurer's Report

Trustee Boland reported that the Library is in good financial condition.

11. Director's Report

Executive Director Gardner presented the Director's report to the Board. The Strategic Plan will be presented and reviewed at next month's Board meeting.

12. Committee Reports

a. Building & Grounds Committee

Trustee True reported that the Committee met on May 6. The Library architect and owner representative attended the meeting to discuss the elevator renovations, 1st floor renovations, and the water transformer. The next Building and Grounds Committee meeting will be scheduled soon.

b. Finance Committee

Trustee Boland reported that the Finance Committee met twice since the last Board meeting to discuss fund balances. The next meeting will be held in July.

c. Policy Committee

Trustee DeRosa reported that the Policy Committee met April 30 to review Policy 2. The next meeting will be scheduled soon.

d. Director's Evaluation Committee

Trustee Westhoff reported that the Committee met May 6 to discuss the procedures for Director evaluation.

14. Consent agenda – Matters on the consent agenda will be considered by a single motion and vote because they have already been considered fully by the Board at a previous meeting or have been determined to be of a routine nature. Any member of the Board may request that an item be removed from the consent agenda for separate consideration.

a. Approval of Minutes

- i. Building & Grounds Committee of March 11, 2025
- ii. Regular Board meeting of April 15, 2025
- iii. Closed session of April 15, 2025
- iv. Finance Committee of April 25, 2025
- v. Policy Committee of April 30, 2025
- vi. Finance Committee of May 1, 2025
- vii. Building & Grounds Committee of May 6, 2025
- viii. Director Evaluation Committee of May 6, 2025
- ix. Nominating Committee of May 8, 2025

b. Approval of Warrant 2025-11 in the amount of \$1,340,590.91

Trustee True moved, seconded by Trustee Ha, approval of the consent agenda as presented.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Ha, Sherry, True, and Westhoff
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried.

18. Closed Session – for the purpose of the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act , if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member in compliance with 5 ILCS 120/2 (c)(12).

President Brauer called a recess for the closed session at 9:02 p.m.

Trustee Boland moved, seconded by Trustee True, approval of a closed session for the purpose of the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act , if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member in compliance with 5 ILCS 120/2 (c)(12).

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Ha, Sherry, True, and Westhoff
Nays:	None
Abstain:	None

Absent: None
Vote: Motion carried.

President Brauer commenced the closed session at 9:03p.m.

President Brauer adjourned the closed session at 9:53p.m.

President Brauer reconvened the regular Board meeting at 9:54p.m.

Upon roll call, Trustees Boland, Brauer, DeRosa, Ha, Sherry, True and Westhoff were physically present.

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, and Community Services Director Kathy Burns.

15. Correspondence

Executive Director Gardner presented the patron comment card report for May to the Board.

16. Adjournment

President Brauer adjourned the meeting at 9:57p.m.

Approved: _____

Trustee

Trustee



**Board of Library Trustees
Policy Committee**
Meeting Room 3, Main Library
700 N. North Court, Palatine, IL
June 3, 2025, 3:30 pm

Minutes

1. Call to order

Chairperson Sherry called the meeting to order at 3:31 pm.

2. Roll call

Upon roll call, Trustees Joanne Ha, Barbara Sherry, and Renee True were present.

3. Introduction of visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, and community member Emilie Cheng.

4. Public comment

None

5. Review and discussion of policies

The updated Policy 9—Human Resources (for the language reimbursement); Policy 10-- Digital and Maker Resources; and Appendix 10A—Use of Digital and Maker Resources were reviewed and approved by the committee.

6. Other business

None

7. Date for next meeting

The next meeting will be on July 1 at 3:30 pm.

8. Adjournment—The meeting adjourned at 3:51 pm.

Approved on: _____

Trustee

Trustee

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Barbara Sherry, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2025-06

**ORDINANCE AUTHORIZING LEVY OF AN ADDITIONAL TAX FOR
THE PURCHASE OF SITES AND BUILDINGS; FOR THE
CONSTRUCTION AND EQUIPMENT OF BUILDINGS; FOR THE
RENTAL OF BUILDINGS REQUIRED FOR LIBRARY PURPOSES;
AND FOR THE MAINTENANCE, REPAIRS, AND ALTERATION OF
THE LIBRARY BUILDING AND EQUIPMENT**

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Act on the 17th day of June,2025.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of June,2025.

Barbara Sherry, Secretary

ORDINANCE NO. 2025-06

**ORDINANCE AUTHORIZING LEVY OF AN ADDITIONAL TAX FOR
THE PURCHASE OF SITES AND BUILDINGS; FOR THE
CONSTRUCTION AND EQUIPMENT OF BUILDINGS; FOR THE
RENTAL OF BUILDINGS REQUIRED FOR LIBRARY PURPOSES; AND
FOR THE MAINTENANCE, REPAIRS, AND ALTERATION OF THE
LIBRARY BUILDING AND EQUIPMENT**

WHEREAS, Section 35-5 of Chapter 75, Act 35, of the Illinois Compiled Statutes authorizes the levy of an additional tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of the Library building and equipment.

NOW, THEREFORE, Be It Ordained by the Board of Library Trustees of the PALATINE PUBLIC LIBRARY DISTRICT, Cook County, Illinois, that they hereby determine to levy an additional tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of the Library building and equipment.

BE IT FURTHER ORDAINED that within fifteen (15) days after the adoption of this Ordinance, the Secretary shall publish it at least once in one or more newspapers published in the District, or if no newspaper is published therein, then in one or more newspapers with a general circulation within the District.

BE IT FURTHER ORDAINED that if no petition is filed with the Board of Library Trustees within thirty (30) days after the aforesaid publication, the District shall then proceed with the levy of said additional tax. However, if within the thirty (30) day period a petition is filed with the Board

of Library Trustees, signed by electors of the District equal in number to 5,707 or more of the electors (being 10% or more of the total number of registered voters in the Library District), asking that the question of levying such a 0.02% tax be submitted to the electors of the District, the question shall be submitted at the next regular election, being the General Election of November 4th , 2025. If a majority of votes cast upon the question are in favor thereof, the Board of Library Trustees may levy the additional tax. The Secretary of the District shall provide a petition form to any individual requesting one.

ADOPTED this 17th day of June 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

**Bill To**

Palatine Public Library
700 N North Ct
Palatine IL 60067-8159
United States

Ship To

Palatine Public Library
700 N North Ct
Palatine IL 60067-8159
United States

Quote QUO-US21964

Date 3/10/2025

Customer: C0000047-US

Payment Terms: 50% on Order, 50% on Ship Net30

Quote Expiration: 6/20/2025

Sales Rep: Nate Janney

Memo (External): Cost of 5 years pre-paid support is included in the total price of the quote.

Item	Quantity	Net Price	Net Extended
Freight Standard Service SHP000001-000	1	6,400.00	6,400.00
selfCheck™ 3000 - base kiosk/Desktop SCK800000-000	8	9,992.00	115,216.00
Subscription: libraryConnect™ LINK subscription - Enterprise license SWR000081-000-SUB	5	4,899.02	24,495.10
Introduction to quickConnect and System Manager EDU010011-000	1	1,350.00	1,350.00
Introduction to libraryConnect LINK EDU040020-000	1	900.00	900.00
RFID workstation shielded NA STF000017-001	6	1,204.80	10,933.20
RFID workstation™ USB STF313202-000	7	994.80	11,285.40
Tagging and Circulation Station 812 - 3 Month Lease LEA000002-000	3	2,309.00	6,927.00
RFID tag™ square (2,000/Roll) TAG000010-000	120	252.00	30,240.00
RFID Conversion Workshop EDU090011-000	1	1,800.00	1,800.00
Total:			209,546.70
Currency:			US Dollar

Terms and Conditions:



After 60 days, Bibliotheca, reserves the right to revise quote.

Freight charges are estimated, actual charges will be billed.

AMH systems will be invoiced at 50% order placement, 40% shipment, 10% at acceptance

Taxes are not finalized until invoiced based on shipping jurisdiction, taxability, and rates at that time.

A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

<https://www.bibliotheca.com/terms-of-sale-agreement/>

Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Palatine Public Library District
Warrant 2025-12 Payroll and Invoice Distribution Totals
For the month of June 2025

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
05/15/2025	Payroll	\$206,442.13
05/31/2025	Payroll	\$196,958.42
Total 5310 · Gross Salaries		\$403,400.55
5311 · Employer IMRF Fund Expense		
05/31/2025	IMRF	\$35,910.86
Total 5311 · IMRF Fund Expense		\$35,910.86
5312 · Employer Social Security Fund Expense		
05/15/2025	Payroll Taxes	\$15,463.98
05/31/2025	Payroll Taxes	\$14,751.09
Total 5312 · Social Security Fund Exp		\$30,215.07
5313 · Employer Health & Life Insurance Expense		
05/31/2025	Health Insurance - Blue Cross/Blue Shield	\$33,174.21
05/31/2025	Life Insurance - Principal	\$2,503.47
Total 5313 · Health & Life Insurance		\$35,677.68
5660 · Payroll Processing Fee		
05/20/2025	Payroll Processing Fee	\$1,589.53
Total 5660 · Payroll Processing Fee		\$1,589.53
TOTAL 5300 · PAYROLL EXPENSES:		\$506,793.69
5660 - Bank & Credit Card Service Charges		\$675.83
Early Release Checks		
Check & ACH Pmts - 06/17/25		\$329,884.66
TOTAL WARRANT 2025-12		\$837,354.18

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date