



Minutes

1. Call to order

President Brauer called the meeting to order at 7:00 p.m. Secretary Sherry was present.

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

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

3. Approval of Agenda

13c. was removed from the consent agenda.

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

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Community Services Director Kathy Burns, Finance Manager Mary Myers, Administrative Associate Sarah Kacimi, Friends of the Library Representative Meg Cipar, Human Resources Manager Darcie Abreu, Member Services Assistant Manager Jennifer Sobel, Librarian Tracie Padal, Security Monitor Steven Keferlis, and community members Emilie Cheng, Phillip Solzan, Thomas Brauer, Mark Bisailon, Audrey Natcone, Maxine Darch, Ed Nemmers, Kristen W., Joyce Slavik and Zack Kerr.

5. Public Comment

Palatine resident Audrey Natcone spoke to the Board regarding pride month, thanking them for providing a welcoming environment for the community.

Palatine resident Phillip Solzan spoke to the Board expressing his concerns regarding the cyber-attack on May 16 and requested more information.

Palatine resident Ed Nemmers spoke to the Board regarding the cyber-attack on May 16 and requested more information.

Joyce Slavik thanked the Board and the Library for supporting pride month.

Executive Director Gardner read an email to the Board sent by Allie Gillies thanking the Library for standing up for pride.

6. Liaison Reports

a. Friends of the Library

Friends of the Library Representative Meg Cipar reported that the book sale is this weekend, and she hopes to see everyone there. Cipar added that there is a good variety this year with children's books, specialty items, Cubs books, and more.

b. Palatine Public Library District Foundation

Trustee Sherry reported that the Foundation met May 29 to discuss fundraising for the Storywalk. Sherry also gave notice that they are working on sprucing up the Foundation's website and Facebook page. The Foundation's next meeting will be held on June 26 at 4:30 p.m.

b. RAILS/ILA

Trustee DeRosa reported that Senate Bill 1550 was passed to help libraries increase safety measures. DeRosa added that ALA posted an article regarding the court allowing the Trump administration to proceed with efforts to dismantle the Institute of Museum and Library Services. Lastly, DeRosa reported that the Nonpartisan Government Accountability Office has found that the Trump administration illegally withheld funding to the nation's libraries via the Institute of Museum and Library Services. The Office has the right to sue if the Administration refuses to release the funds.

7. Unfinished Business

a. Working Budget for Fiscal Year 2025-2026

Trustee DeRosa moved, seconded by Trustee Ha, approval of the Working Budget for Fiscal Year 2025-2026 as presented.

Roll call vote:

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

b. Salary Schedule for Fiscal Year 2025-2026

Trustee DeRosa moved, seconded by Trustee Sherry, approval of the Salary Schedule for Fiscal Year 2025-2026 as presented.

Roll call vote:

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

c. Community Solar Contract

Executive Director Gardner and the Board discussed the pros and cons of participating in the Community Solar incentive program.

Trustee Westhoff moved, seconded by Trustee DeRosa, approval of the Community Solar Contract as presented.

Roll call vote:

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

8. New Business

a. Approve Policy changes

- i. Policy 9 – Human Resources
- i. Appendix 10A – Use of Digital and Maker Resources

Trustee Ha moved, seconded by Trustee Sherry, approval of changes to Policy 9 – Human Resources and Appendix 10A – Use of Digital and Maker Resources effective July 1, 2025, as amended.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Ha, Sherry, and Westhoff

Nays: None

Abstain: None

Absent: True

Vote: Motion approved.

9. President's Report

a. Citation for Wellness in the Workplace Award

Palatine Library was selected as the recipient of the *2025 SustainRT Citation for Wellness in the Workplace* award. President Brauer presented the plaque to the Board.

b. Review of Library Board Advocacy Activities

Trustee Westhoff and President Brauer attended the Library Kick-Off event and enjoyed themselves. Trustee Westhoff also visited the Arlington Heights Library and saw the hand-made quilt created by Palatine Library members and Workshop Manager, Selicia Applegate, in honor of Black History Month.

c. Juneteenth in the Burbs Party, June 21

President Brauer notified the Board of the Juneteenth event hosted by Harper College on June 21.

d. Hometown Fest Parade, July 5

President Brauer invited the Board to attend the Hometown Fest Parade on July 5.

10. Treasurer's Report

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

11. Director's Report

a. 2025-2026 Strategic Plan Goals

Executive Director Gardner presented the Director's report to the Board.

12. Committee Reports

a. Building & Grounds Committee

Trustee Westhoff reported that the Committee's next meeting is to be determined.

b. Finance Committee

Trustee DeRosa reported that the Committee's next meeting will be July 1 at 5:30 p.m.

c. Policy Committee

Trustee Sherry reported that the Committee met June 3 to discuss Policy 9 - Human Resources, Policy 10, and Appendix 10A. The Policy Committee's next meeting will be July 1 at 3:30 p.m.

d. Director Evaluation Committee

Trustee Westhoff reported that the evaluations and comments had been tabulated, and the evaluation will take place in a closed session of tonight's meeting.

13. **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. regular Board meeting of May 20, 2025
- ii. closed session of May 20, 2025
- iii. Policy committee June 3, 2025

b. Approval of Ordinance 2025-06 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

c. Approval of Contracts for Bibliotheca \$209, 546 for RFID

d. Approval of Warrant 2025-12 in the amount of \$837,354.18

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

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Ha, Sherry, and Westhoff

Nays: None
Abstain: None
Absent: True
Vote: Motion approved.

14. Correspondence

Executive Director Gardner presented patron correspondence to the Board.

15. Closed Session

- a. 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).

Trustee Boland moved, seconded by Trustee Westhoff, 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, and Westhoff
Nays: None
Abstain: None
Absent: True
Vote: Motion approved.

President Brauer called a recess for the closed session at 8:01 p.m.

President Brauer commenced the closed session at 8:08 p.m.

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

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Community Services Director Kathy Burns, Human Resources Manager Darcie Abreu, and Administrative Assistant Sarah Kacimi.

President Brauer adjourned the closed session at 8:29 p.m.

President Brauer reconvened the regular Board meeting at 8:31 p.m.

- b. For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees in compliance with 5 ILCS 120/2(c)(1).

Trustee Westhoff moved, seconded by Trustee Sherry, approval of a closed session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees in compliance with 5 ILCS 120/2(c)(1).

Roll call vote:

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

President Brauer called a recess for the second closed sessions at 8:33 p.m.

President Brauer commenced the closed session at 8:33 p.m.

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

Executive Director Melissa Gardner was also in attendance.

President Brauer adjourned the closed session at 9:54 p.m.

President Brauer reconvened the regular Board meeting at 9:55 p.m.

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

In attendance were Executive Director Melissa Gardner, Human Resources Manager Darcie Abreu and Members Zack Kerr, and Audrey Natcone.

Trustee Westhoff moved, seconded by Trustee Boland, approval of the Executive Director's salary increase of 7.5%.

Roll call vote:

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

President Brauer communicated that the Director's salary is adjusted once a year and the increase includes a cost-of-living adjustment and merit increase.

10. Adjournment

President Brauer adjourned the regular Board meeting at 9:59 p.m.

Approved: _____

Trustee

Trustee

Palatine Public Library District
Warrant 2026-01 Payroll and Invoice Distribution Totals
For the month of July 2025

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
06/15/2025	Payroll	\$204,757.67
06/30/2025	Payroll	\$193,465.71
Total 5310 · Gross Salaries		\$398,223.38
5311 · Employer IMRF Fund Expense		
06/30/2025	IMRF	\$36,315.81
Total 5311 · IMRF Fund Expense		\$36,315.81
5312 · Employer Social Security Fund Expense		
06/15/2025	Payroll Taxes	\$15,312.73
06/30/2025	Payroll Taxes	\$14,448.90
Total 5312 · Social Security Fund Exp		\$29,761.63
5313 · Employer Health & Life Insurance Expense		
06/30/2025	Health Insurance - Blue Cross/Blue Shield	\$35,742.92
06/30/2025	Life Insurance - Principal	\$2,952.02
Total 5313 · Health & Life Insurance		\$38,694.94
5660 · Payroll Processing Fee		
06/20/2025	Payroll Processing Fee	\$1,628.05
Total 5660 · Payroll Processing Fee		\$1,628.05
TOTAL 5300 · PAYROLL EXPENSES:		\$504,623.81
5660 - Bank & Credit Card Service Charges		\$517.27
Early Release Checks		
Check & ACH Pmts - 07/15/25		\$214,336.35
TOTAL WARRANT 2026-01		\$719,477.43

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date