



Minutes

1. Call to order

Chairperson Maureen DeRosa called the meeting to order at 5:31p.m.

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

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

Trustee DeRosa moved, seconded by Trustee Boland, approval of Trustee Ha to attend the meeting via electronic means.

Roll call vote:

Ayes:	Boland, DeRosa
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried.

3. Introduction of visitors

In attendance were Executive Director Melissa Gardner and Finance Director Mary Myers.

4. Public comment

None.

5. Review of FY 2025-2026 Budget and Appropriations

The Finance Committee reviewed staff suggestions regarding adjustments to be made to the budget, approved by the board at the June 17, 2025, Board Meeting, to meet the needs of Ordinance No. 2026-01 Providing for Budget and Appropriations of Palatine Public Library District for the FY 2025-2026.

6. Investments

The Finance Committee reviewed the staff recommendation that \$2 million of the balance currently in the money market account should be invested in long-term investments.

7. Other business

None.

8. Date for next Meeting

The next meeting will be on September 10 at 5:30 p.m.

9. Adjournment

The meeting was adjourned at 6:01 p.m.

Approved on: _____

Trustee

Trustee



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 arrived at 7:18 p.m.

3. Approval of Agenda

The agenda was approved by general consent.

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, Adult Services Manager Megan Buttera, Friends of the Library Representative Meg Cipar, Collection Services Lead Cataloger Adriene Galindo, and community members Emilie Cheng, Zack Kerr, and Justin O'Rourke.

5. Public Comment

Palatine resident Zack Kerr inquired about the governmental impact on interlibrary loans. Executive Director Gardner explained that the Library will not be cutting interlibrary loans.

Palatine resident Justin O'Rourke thanked the Board and the Library for providing support for Pride and encouraged the Library to consider expanding programs, speakers, and displays regarding Pride.

6. Liaison Reports

a. Friends of the Library

Friends of the Library Representative Meg Cipar reported that the book sale went very well. Sales totaled a whopping \$18,241.48. Cipar added that there will be a DVD and CD pop-up sale on August 16 from 10am-3pm that will include unopened blu-rays and

DVDs. The Friends of the Library will also be attending the Palatine farmers market on September 20 to promote the book sale on October 10, 11, and 12. The February book sale will now take place in January.

b. Palatine Public Library District Foundation

Trustee Sherry reported that the Foundation met June 26 and there was \$48,131.54 in accounts. The Foundation discussed the following during their meeting: the annual campaign, Giving Tuesday, fundraising for the Story Walk, end of fiscal year disbursement processes, and the Library website and Facebook page. The Foundation's next meeting will be on July 31 at 4:30p.m.

b. RAILS/ILA

There is no RAILS report this month.

7. Unfinished Business

None.

8. New Business

a. Budget Appropriations Ordinance 2026-01

The public hearing will take place before the August Board meeting at 7:00 p.m. The regular Board meeting will follow directly.

9. President's Report

a. Review of Library Board Advocacy Activities

Trustee Sherry and Trustee Westhoff attended the Palatine Pride fest and reported that there was a good turnout. In addition, Trustee Westhoff and Trustee Ha went to the Hometown Fest and had a great time.

b. Egypt Fest July 19, 1-5 p.m.

President Brauer invited the Board to attend the Egypt Fest on July 19.

c. IL State Fair Local Officials Appreciation Picnic August 16, 12-2 p.m.

President Brauer invited the Board to attend the IL State Fair Picnic on August 16.

d. ILA Conference October 14-16

President Brauer notified the Board that the deadline to sign up for the ILA Conference is August 22.

10. Treasurer's Report

Trustee DeRosa reported that the Library is in great financial condition with a 2-million-dollar surplus for the fiscal year.

11. Director's Report

a. 2024-2025 Strat Plan Final Report

Executive Director Gardner presented the Final report for the 2024-2025 Strategic Plan to the Board.

b. 200's Project

Collection Services member Adriene Galindo gave a presentation on Dewey Decimal Classifications, organizing library collections by assigning a numerical classification to each book based on its subject.

c. ALA Conference Reports

Adult Services Manager Megan Buttera spoke to the Board about her experience at the annual ALA Conference. Trends at the conference included: AI; censorship; intellectual freedom; library funding; diversity, equity, and inclusion; trauma informed services; harm reduction; and more.

Executive Director Gardner also attended the ALA Conference and accepted the Wellness in the Workplace Award for Palatine Library. Gardner attended a Sustainability round table discussion involving sustainability topics and how organizations can increase sustainability practices. Gardner also attended a presentation that discussed options for adapting Library services to become more accessible for disabled members.

12. Committee Reports

a. Building & Grounds Committee

Trustee Westhoff reported that the committee discussed the first-floor renovation at their last meeting. The committee will meet again at the end of August.

b. Finance Committee

Trustee DeRosa reported that the Finance Committee met July 1. In addition to reviewing staff suggestions for the appropriations ordinance, the committee reviewed cash-in investments. The committee's next meeting will be on September 10.

c. Policy Committee

Trustee Sherry reported that the Policy Committee will meet at the end of August or early September to discuss Policy 6.

d. Director's Evaluation Committee

President Brauer discharged the Director Evaluation Committee.

e. Minutes Review Committee

President Brauer reported that the Committee will meet July 18 at 3:00 p.m.

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 June 17, 2025
- ii. First closed session of June 17, 2025
- iii. Second closed session of June 17, 2025

b. Approval of Warrant 2026-01 in the amount of \$719,477.43

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

Roll call vote:

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

14. Correspondence

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

15. Adjournment

President Brauer adjourned the meeting at 7:52 p.m.

Approved: _____

Trustee

Trustee



**Board of Library Trustees
Minutes Review Committee**
Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
July 18, 2025, 3:00 p.m.

Minutes

1. Call to order

Committee Chair Debby Brauer called the meeting to order at 3:09 p.m.

2. Roll call

Upon roll call, Trustees Ha and Brauer were physically present. Trustee True arrived at 3:35 p.m.

3. Introduction of visitors

None.

4. Public comment

None.

5. 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.

Annual Secretary's Audit was completed. One discrepancy was found and is in the process of being corrected.

Closed-session minutes: The Committee reviewed closed-session minutes for January–June, 2025. Five sets of closed-session minutes will be recommended to the Board to become open to public inspection. Three sets of closed-session minutes continue to require confidentiality.

Closed-session recordings: The Committee found two closed-session verbatim audio recordings that meet the eligibility requirements for

destruction.

6. Other business

Trustee True will serve as Committee Chair for the early 2026 meeting.

7. Date for next meeting

To be determined.

8. Adjournment

Trustee Brauer adjourned the meeting at 5:41 p.m.

Approved on:

Trustee

Trustee

Prepared by: Debby Brauer

Please include in consent agenda for August 19, 2025 regular Board meeting

Approval of publication of closed-session minutes no longer requiring confidential treatment

closed session of regular Board meeting January 21, 2025

closed session of regular Board meeting February 18, 2025

closed session of regular Board meeting May 20, 2025

closed session of regular Board meeting June 17, 2025, part I

closed session of regular Board meeting June 17, 2025, part II

Approval to destroy verbatim audio recordings of closed-session meetings

retained no fewer than 18 months after completion of the meetings recorded and the minutes of such closed-session meetings have been approved

closed session of regular Board meeting November 21, 2023

closed session of special Board meeting December 8, 2023

Palatine Public Library District
Warrant 2026-02 Payroll and Invoice Distribution Totals
For the month of August 2025

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
07/15/2025	Payroll	\$222,258.21
07/31/2025	Payroll	\$212,263.76
Total 5310 · Gross Salaries		\$434,521.97
5311 · Employer IMRF Fund Expense		
07/31/2025	IMRF	
Total 5311 · IMRF Fund Expense		\$40,312.00
5312 · Employer Social Security Fund Expense		
07/15/2025	Payroll Taxes	\$16,642.86
07/31/2025	Payroll Taxes	\$15,878.29
Total 5312 · Social Security Fund Exp		\$32,521.15
5313 · Employer Health & Life Insurance Expense		
07/31/2025	Health Insurance - Blue Cross/Blue Shield	\$36,634.92
07/31/2025	Life Insurance - Principal	\$3,129.80
Total 5313 · Health & Life Insurance		\$39,764.72
5660 · Payroll Processing Fee		
07/20/2025	Payroll Processing Fee	\$1,778.05
Total 5660 · Payroll Processing Fee		\$1,778.05
TOTAL 5300 · PAYROLL EXPENSES:		\$548,897.89
5660 - Bank & Credit Card Service Charges		\$548.23
Early Release Checks		
Check & ACH Pmts - 08/19/25		\$501,056.20
TOTAL WARRANT 2026-02		\$1,050,502.32

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date