



Board of Library Trustees Regular Meeting
Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
August 19, 2025
Immediately following public hearing

Minutes

1. Call to order

President Brauer called the meeting to order at 7:06 p.m. Secretary Sherry was present.

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

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

3. Approval of Agenda

The agenda was approved by general consent.

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Administrative Associate Sarah Kacimi, Finance Manager Mary Myers, Community Services Director Kathy Burns, Friends of the Library representative Meg Cipar, Graphic Designer Jean Bolliger, and community members Emilie Cheng and Zack Kerr.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Friends representative Meg Cipar reported that the book sale this past weekend went very well and had a big turnout. The sale brought in a whopping \$5,462.53 in sales. The next book sale will be held October 10, 11, and 12. The February book sale will now take place in January to accommodate the first-floor construction. Cipar added that the Friends really appreciate the partnership between them and the Library.

b. Palatine Public Library District Foundation

Trustee Sherry reported that the Foundation met on July 31 and currently holds \$45,164.33 in its accounts. At the meeting, the Foundation discussed plans for the annual campaign and *Giving Tuesday*, which will take place on December 2. They also considered strategies for engaging younger donors. Proceeds from both the annual campaign and *Giving Tuesday* will support the purchase of a baby and toddler play unit—an interactive installation designed to encourage discovery and exploration—which will be a new addition to the children’s area at the Main Library. Sherry also noted that the Foundation is reviewing its bylaws with the goal of making them clearer and more relevant.

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

Trustee True reported that three new member libraries were added in August: the SAE Institute, the Wallace Township Library, and Shirland CUSD. In addition, RAILS recently launched Season 2 of its podcast, *Can’t Shelf This*, which focuses on current issues affecting libraries.

True also noted that the Libraries Count: Data Conference will take place on October 13 in Rosemont.

Finally, True reported that Governor JB Pritzker signed four new library-related bills into law:

- Senate Bill 220 provides for standard pay to cover funeral honors detail.
- Senate Bill 1550 offers grants aimed at improving or enhancing library security.
- House Bill 42 allows non-resident fees to be paid quarterly or bi-annually, subject to Library Board approval.
- House Bill 1910 requires that at least one person present in the library be trained to recognize and respond to an opioid overdose.

7. Unfinished Business

a. Budget Appropriations Ordinance 2026-01

Trustee DeRosa moved, seconded by Trustee True, approval of the Budget Appropriations Ordinance 2026-01 as presented.

Roll call vote:

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

Vote: Motion approved

8. New Business

a. Finance Committee July 26, 2024

Trustee Sherry moved, seconded by Trustee Westhoff, approval of Finance Committee minutes of July 26, 2024, as presented.

Roll call vote:

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

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

Trustee Sherry moved, seconded by Trustee Ha, approval of the Certification of the Illinois Public Library Annual Report (IPLAR) to the State Library as amended.

Roll call vote:

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

c. Approve Trustee Attendance at ILA Conference October 14-16

i. Trustee day October 16, 2025, \$350

ii. Full Conference \$425

Trustee Ha moved, seconded by Trustee Westhoff, approval of Trustee attendance at the ILA Conference from October 14-16, 2025, as presented.

Roll call vote:

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

9. President's Report

a. Review of Library Board Advocacy Activities

Trustee Westhoff reported that he attended a local protest and was recognized by a patron.

b. My Neighborhood, My Story: Celebrating Art Community Showcase September 6, 2025, 9:00a.m.

President Brauer invited the Board to the Community Showcase on September 6, an event celebrating our neighborhood creatives and their stories showcased through the photography submitted for display at Palatine Library.

10. Treasurer's Report

Trustee DeRosa reported that we are running a deficit due to property taxes, which is typical for the first few months of the fiscal year. Finance Manager Mary Myers added that the budget will need amending due to the ongoing elevator renovations.

11. Director's Report

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

a. Style Guide

Graphic Designer Jean Bolliger presented the Library's new style guide to the Board. She explained that the guide includes templates, logos, brand colors, fonts, and other design elements. The purpose of the style guide, Bolliger noted, is to establish a clear and consistent brand identity, educate staff on effective communication practices, ensure consistent messaging across all platforms, and more.

12. Committee Reports

a. Building and Grounds Committee

Trustee Westhoff reported that the committee's next meeting will be in early September.

b. Finance Committee

Trustee DeRosa reported that the committee met July 1 and will meet September 10 at 5:30 pm to review the levy.

c. Policy Committee

Trustee Sherry reported that the committee's next meeting will be Thursday, August 28 at 3:30 pm.

d. Minutes Review Committee

Trustee Brauer reported that the committee met on July 18 to review the closed session meeting minutes for January through June 2025. In addition, the Secretary's audit is completed. One discrepancy was found that has since been corrected. The committee's recommendations are as follows:

The following closed session minutes continue to require confidentiality and need to remain closed:

- i. closed session of regular Board meeting of April 20, 2021
- ii. closed session of regular Board meeting of November 19, 2024
- iii. closed session of regular Board meeting of April 15, 2025

The following closed session minutes may be open to public inspection as they no longer contain information requiring confidentiality:

- i. closed session of regular Board meeting January 21, 2025
- ii. closed session of regular Board meeting February 18, 2025
- iii. closed session of regular Board meeting May 20, 2025
- iv. closed session of regular Board meeting June 17, 2025, part I
- v. closed session of regular Board meeting June 17, 2025, part II

The two following audio verbatim recordings of closed sessions may be destroyed as they are 18 months or older and the minutes have been approved by the Board:

- i. closed session of regular Board meeting November 21, 2023
- ii. closed session of special Board meeting December 8, 2023

President Brauer noted that the committee will remain active for the January/February process. The Minutes Review Committee will be chaired by Trustee True with Trustee Ha as the second member.

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. Finance Committee of July 1, 2025
- ii. Regular Board meeting of July 15, 2025
- iii. Minutes Review Committee of July 18, 2025

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

- i. closed session of regular Board meeting January 21, 2025
- ii. closed session of regular Board meeting February 18, 2025
- iii. closed session of regular Board meeting May 20, 2025
- iv. closed session of regular Board meeting June 17, 2025, part I
- v. closed session of regular Board meeting June 17, 2025, part II

c. Approval to destroy verbatim audio recordings of closed-session meetings

- ii. closed session of regular Board meeting November 21, 2023
- iii. closed session of special Board meeting December 8, 2023

d. Approval of Warrant 2025-02 in the amount of \$ 1,050,502.32

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

Roll call vote:

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

14. Correspondence

Executive Director Gardner presented the member comment report to the Board.

15. Adjournment

President Brauer adjourned the meeting at 7:42 p.m.

Approved: _____

Trustee

Trustee



Minutes

1. Open the public hearing

President Brauer called the public hearing to order at 7:00 p.m.

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

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

3. Announcement of rules of procedure for public hearings

President Brauer announced the rules of procedure for public hearings.

4. Report on the proposed Budget & Appropriations Ordinance 2026-01

Trustee DeRosa reported that the purpose of the hearing is to allow public comment on the Budget and Appropriations Ordinance for the fiscal year beginning July 1, 2025, through June 30, 2026. The budget is \$14,381,000 and the ordinance will approve \$21,572,743.75 as the amount of appropriation. The appropriated amount exceeds the budget as a safety net because the Library can only spend money that has been appropriated. The Budget and Appropriations Ordinance was reviewed by the Finance Committee, presented to the Board, and will be voted on following this meeting.

5. Public Comment on proposed Budget & Appropriations Ordinance 2026-01

Palatine resident Zack Kerr asked the Board about funding for IMLS (the Institute of Museum and Library Services) and how the Library will address possible funding cuts. Executive Director Gardner explained that the funds are secure for this fiscal year. Next year we will know if the Library will have to budget for cuts.

6. Close of the public meeting

President Brauer adjourned the public hearing at 7:06 pm.

Approved: _____

Trustee

Trustee



**Board of Library Trustees
Policy Committee**
Meeting Room 3, Main Library
700 N. North Court, Palatine, IL
August 28, 2025, 3:30 pm

Minutes

1. Call to order

Chairperson Sherry called the meeting to order at 3:35 pm.

2. Roll call

Upon roll call, Trustees Joanne Ha and Barbara Sherry were present. Trustee Renee True arrived at 3:38 pm.

3. Introduction of visitors

In attendance were Executive Director Melissa Gardner and Deputy Director Susan Conner.

4. Public comment

None

5. Review and discussion of policies

a. Policy 6—Library Facilities was reviewed and no changes were made.

b. Appendix 6A—Noise Zones was reviewed and minor changes were approved by the committee.

Note: Both Policy 6 and Appendix 6A will be recreated in a new document which is consistent with the style guide.

6. Other business

None

7. Date for next meeting

The next meeting will be on October 2, 2025 at 3:30 pm.

8. Adjournment—The meeting adjourned at 3:55 pm.

Approved on: _____

Trustee

Trustee



Minutes

1. Call to order

Committee Chair Jeffrey Westhoff called the meeting to order at 4:07 p.m.

2. Roll call

Upon roll call, Trustees DeRosa and Westhoff were present. Trustee True arrived at 4:10

3. Introduction of visitors

Also present were Executive Director Melissa Gardner, Community Services Director Kathy Burns, Facilities Manager Gregg Szczesny, and Kristen Richardson of Engberg Anderson Architects. Dan Eallonardo of Independent Construction Services attended electronically.

4. Public Comment

None.

5. Elevator Controls Project

Kristen Richardson reported that work on the second elevator to the garage is completed and it is awaiting inspection.

6. First-Floor Renovation

Richardson showed plans and discussed the proposed first-floor renovation, including the budget. Executive Director Gardner said the automated sorting machine would cost \$200,000 more than the budgeted price of \$140,000. She said paying \$338,000 in advance would save \$44,000 over various financing options.

The Committee agreed to recommend to the full Board that the Library pay \$338,000 to buy the automated materials handler in advance. The Committee also agreed to recommend that the full Board vote to approve the proposed first-floor renovation with a budget of \$3,209,209.99

8. Other business

None.

9. Date for next meeting

Richardson recommended that the Committee meet again in November.

8. Adjournment

Committee Chair Westhoff adjourned the meeting at 5:05 p.m.

Approved on: _____

Trustee

Trustee

Prepared by Jeffrey Westhoff

Palatine Public Library District
Warrant 2026-03 Payroll and Invoice Distribution Totals
For the month of September 2025

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
08/15/2025	Payroll	\$220,275.61
08/29/2025	Payroll	\$207,396.47
Total 5310 · Gross Salaries		\$427,672.08
5311 · Employer IMRF Fund Expense		
08/29/2025	IMRF	\$39,063.62
Total 5311 · IMRF Fund Expense		
5312 · Employer Social Security Fund Expense		
08/15/2025	Payroll Taxes	\$16,476.80
08/29/2025	Payroll Taxes	\$15,461.33
Total 5312 · Social Security Fund Exp		\$31,938.13
5313 · Employer Health & Life Insurance Expense		
08/29/2025	Health Insurance - Blue Cross/Blue Shield	\$34,243.54
08/29/2025	Life Insurance - Principal	\$3,059.04
Total 5313 · Health & Life Insurance		\$37,302.58
5660 · Payroll Processing Fee		
08/20/2025	Payroll Processing Fee	\$2,390.39
Total 5660 · Payroll Processing Fee		\$2,390.39
TOTAL 5300 · PAYROLL EXPENSES:		\$499,303.18
5660 - Bank & Credit Card Service Charges		\$710.58
Early Release Checks		
Check & ACH Pmts - 09/16/25		\$206,846.39
TOTAL WARRANT 2026-03		\$706,860.15

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date