



Minutes

1. Call to order

President Brauer called the meeting to order at 7:01 p.m. Secretary Sherry was absent.

2. Appoint Secretary Pro Tem

President Brauer appointed Vice President Westhoff as Secretary Pro Tem.

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

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

4. Approval of Agenda

The agenda was approved by general consent.

5. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Community Services Director Kathy Burns, Finance Manager Mary Myers, Human Resources Manager Darcie Abreu, Member Services Manager Rosalie Scarpelli, Member Services Assistant Manager Jennifer Sobel, Administrative Associate Sarah Kacimi, Friends of the Library Representative Meg Cipar, Rand Road Branch Manager Guadalupe Colin, Workshop Assistant Manager Ethel Alegria, TAB liaison Emma Gallo, Lauterbach & Amen representative Jamie Wilkey, and community members Emilie Cheng, Kristi Napolitano and Zack Kerr.

6. Public Comment

None.

7. Liaison Reports

a. Friends of the Library

Friends of the Library Representative Meg Cipar reported that the recent book sale went very well, bringing in \$17,000 in sales. The next book sale will be held from January 16th

to January 18th. The teacher's pop-up book sale will take place on November 22 and will include kids' books, young adult books, educational books, and world language books.

b. Palatine Public Library District Foundation

President Brauer reported that the Foundation met on September 25. The Foundation has \$50,252.99 in its account. In addition, S+C Electric gave the Foundation a \$5,000 donation through the Chicago Community Trust. Marie and Will are finalizing a draft for the annual campaign mailing. The Foundation also discussed changes to the bylaws, the annual meeting, and fiscal year filings. The next Foundation meeting will take place October 23 at 4:30 p.m. Lastly, Foundation members will be stuffing envelopes for the annual campaign.

c. RAILS/ILA

No report.

d. TAB

TAB liaison Emma Gallo reported that TAB established their Executive Board for this year. There will be 2 co-presidents and 2 co-vice presidents, and 2 historians. Gallo added that TAB introduced volunteer opportunities from September-October. TAB members worked with PADS Homeless shelter, packing snack bags. Gallo also reported that the goal they are working on now is to have more of a social media presence, promotional content, and partner with more youth-based community organizations.

8. Unfinished Business

None.

9. New Business

a. Acceptance of the FY 2024-2025 Audit

Jamie Wilkey, Lauterbach & Amen representative and audit partner on the Library's annual audit engagement, went over the Audit for FY 2024-2025 with the Board.

Trustee True moved seconded by Trustee Ha, approval of the acceptance of the FY 2024-2025 Audit as presented.

Roll call vote:

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

Absent: DeRosa and Sherry
Vote: Motion approved.

- b. Ordinance 2026-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2025, and ending June 30, 2026

Ordinance 2026-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2025, and ending June 30, 2026, will be discussed and voted on at the November Board meeting.

- c. Approval of Trustee Attendance at ILA North Suburban Legislative Meet-Up December 3, 2025

Trustee True moved seconded by Trustee Boland, approval of Trustee Attendance at the ILA North Suburban Legislative Meet-Up on December 3, 2025, as presented.

Roll call vote:

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

- d. Approval of Policy Changes

Trustee Ha explained the recent revisions regarding the policies and appendices to the Board.

- i. Policy 2: Library Cards and Accounts
- ii. Policy 3: Library Operations
- iii. Appendix 2B: Schedule of Fines, Fees, and Charges
- iv. Appendix 3A: Hours of Operation
- v. Appendix 3B: Statement of Professional Ethics
- vi. Appendix 3C: Library Bill of Rights
- vii. Appendix 3D: Code of Conduct

Trustee True moved seconded by Trustee Ha, approval of policy changes to Policy 2: Library Cards and Accounts and Policy 3: Library Operations as amended.

Roll call vote:

Ayes: Boland, Brauer, Ha, True, and Westhoff
Nays: None

Abstain: None
Absent: DeRosa and Sherry
Vote: Motion approved.

Trustee Ha moved seconded by Trustee True, approval of policy changes to Appendix 2B: Schedule of Fines, Fees, and Charges, Appendix 3A: Hours of Operation, Appendix 3B: Statement of Professional Ethics, Appendix 3C: Library Bill of Rights, and Appendix 3D: Code of Conduct as presented.

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

10. **President's Report**

a. Proclamation of Library Friends and Foundation Week

President Brauer announced the Proclamation of Library Friends and Foundation Week to the Board and thanked both organizations for all that they do to make the Library and Community better.

Trustee Boland moved seconded by Trustee True, approval of the Proclamation of Library Friends and Foundation week as presented.

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

b. RAILS Noon Networking "Be the Best Trustee You Can Be" November 1, 2025, at noon

President Brauer invited the Board of Trustees to the RAILS Noon Networking event on November 1.

c. Review of Library Board Advocacy Activities

Trustee True and President Brauer shared that they participated in Palatine Library's Staff Development Day, where they joined breakout sessions, took part in team-building

activities, and spent time connecting with Library staff. Trustee Ha and Trustee True attended the Annual ILA Conference in Rosemont, where they participated in a variety of presentations and expressed their appreciation for the opportunity. Trustee Westhoff also took part in the ILA Conference on Trustee Day and shared that among the panels he attended, he found Palatine Library's presentation to be the most valuable. He commended Executive Director Gardner and the Library's architects for their presentation on renovating staff workspaces in libraries.

10. Treasurer's Report

Finance Manager Mary Myers reported that the Library still has not received the property tax installment. Other than that, the Library is in good condition and spending is right on target.

11. Director's Report

Executive Director Gardner presented the Director's report to the Board and went over the recent upgrades to the Library's elevators and garage.

a. Reforma Conference Report

Rand Road Branch Manager Guadalupe Colin and Workshop Assistant Manager Ethel Alegria reported that they attended the Reforma Conference from September 18-21 in Long Beach, CA. Colin explained that the Conference's theme this year was "moving forward together" and "empowering the Latina community." Both Colin and Alegria emphasized how impactful the conference was.

b. Strat Plan Update Year 2 Quarter 1

Executive Director Melissa Gardner presented the Strategic Plan update for year 2, quarter 1 to the Board.

12. Committee Reports

a. Building & Grounds Committee

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

b. Finance Committee

The Ordinance will be discussed in November.

c. Policy Committee

Trustee Ha reported that the committee's next meeting will take place on November 5 at 3:30p.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. Finance Committee September 10, 2025
- ii. Regular Board Meeting September 16, 2025
- iii. Policy Committee October 2, 2025

b. Approval of Warrant 2026-04 in the amount of \$762,090.83

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

Roll call vote:

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

14. Correspondence

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

15. Adjournment

President Brauer adjourned the meeting at 8:34 p.m.

Approved: November 18, 2025

Trustee

Trustee

Palatine Public Library District
Warrant 2026-05 Payroll and Invoice Distribution Totals
For the month of November 2025

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
10/15/2025	Payroll	\$219,712.84
10/31/2025	Payroll	\$213,453.72
Total 5310 · Gross Salaries		\$433,166.56
5311 · Employer IMRF Fund Expense		
10/31/2025	IMRF	\$38,942.82
Total 5311 · IMRF Fund Expense		
5312 · Employer Social Security Fund Expense		
10/15/2025	Payroll Taxes	\$16,358.49
10/31/2025	Payroll Taxes	\$15,904.52
Total 5312 · Social Security Fund Exp		\$32,263.01
5313 · Employer Health & Life Insurance Expense		
10/31/2025	Health Insurance - Blue Cross/Blue Shield	\$41,793.62
10/31/2025	Life Insurance - Principal	\$2,767.00
Total 5313 · Health & Life Insurance		\$44,560.62
5660 · Payroll Processing Fee		
10/20/2025	Payroll Processing Fee	\$1,628.05
Total 5660 · Payroll Processing Fee		\$1,628.05
TOTAL 5300 · PAYROLL EXPENSES:		\$511,618.24
5660 - Bank & Credit Card Service Charges		\$869.65
Early Release Checks		
Check & ACH Pmts - 11/18/25		\$543,585.98
TOTAL WARRANT 2026-05		\$1,056,073.87

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date



RESOLUTION NO. 2026-03

RESOLUTION AUTHORIZING FLAGS TO BE FLOWN AT THE MAIN LIBRARY

WHEREAS the Library Board of Trustees of the Palatine Public Library District has approved a policy regarding flying flags at the Main Library that represent a national, state, or local interest and are consistent with the Library's mission, vision, values, or official sentiments (Policy 3-20); and

WHEREAS the Library's Equity, Diversity, and Inclusion statement says "we respect and value diverse life experiences and heritages and ensure that all voices are valued and heard"; and

WHEREAS the month of April has been recognized as Earth Month to raise environmental awareness and appreciate the importance of our planet; and

WHEREAS the month of June has been recognized as Lesbian, Gay, Bisexual and Transgender (LGBTQ+) Pride Month to recognize the contributions of LGBTQ+ persons to society and their struggle for equality and acceptance; and

WHEREAS Juneteenth (June 19) is recognized as a federal holiday as the official end of slavery and to recognize Black suffering and resilience and to amplify Black joy, creativity, and community; and

WHEREAS the month of July has been recognized as Disability Pride Month to commemorate the passing of the landmark Americans with Disabilities Act (ADA) in July 1990; and

WHEREAS the federal government recognizes Prisoners of War (POWs) and those Missing in Action (MIAs) on Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day, and Veteran's Day;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees approves flying flags to commemorate these holidays.

FURTHER, this Resolution is adopted as government speech in accordance with the Library's Flag Policy.



Adopted this 18th day of November, 2025.

Debby Brauer, President
Board of Library Trustees
Palatine Public Library District

Barbara Sherry, Secretary
Board of Library Trustees
Palatine Public Library District



RESOLUTION NO. 2026-04

RESOLUTION AUTHORIZING INTERVENTION IN ALL 2024-2026 TAX YEAR APPEALS BEFORE THE STATE OF ILLINOIS PROPERTY TAX APPEAL BOARD

WHEREAS, the Palatine Public Library District (the "Library") acknowledges that the owners of certain parcels of real property located within the corporate boundaries of the Library, have heretofore filed appeals and may hereafter file appeals of the assessments of certain parcels of real property with the State of Illinois Property Tax Appeal Board (the "PTAB") for tax years 2024 through 2026; and

WHEREAS, these appeals seek or will seek a reduction in the assessed value of the parcels that are the subject of the appeals; and

WHEREAS, in such circumstances a taxing district has the right to intervene in the proceedings before the PTAB in order to protect its revenue interest in the assessed valuation of the parcels.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

Section 1: The Board of Library Trustees finds that all of the recitals contained above are true and correct, and that the same are hereby incorporated herein by reference.

Section 2: The Board of Library Trustees hereby authorizes Klein, Thorpe & Jenkins, Ltd., as its legal representative, to file a Request to Intervene in Appeal Proceedings with the PTAB, and to represent the Library's interests with respect to the appeals challenging the assessed valuations for tax years 2024 through 2026, with respect to property located within the corporate boundaries of the Library.

Section 3: All motions and resolutions or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

Section 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

Section 5: This Resolution shall be in full force and effect upon its adoption.

RESOLVED by the Board of Library Trustees of the Palatine Public Library District, Illinois
this 18th day of November 2025.

Adopted this 18th day of November, 2025.

Debby Brauer, President
Board of Library Trustees
Palatine Public Library District

Barbara Sherry, Secretary
Board of Library Trustees
Palatine Public Library District