



**Board of Library Trustees
Policy Committee**
Story Room A, Main Library
700 N. North Court, Palatine, IL
November 10, 2025, 3:30 pm

Minutes

1. Call to order

Chairperson Sherry called the meeting to order at 3:36 pm.

2. Roll call

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

3. Introduction of visitors

In attendance was Executive Director Melissa Gardner.

4. Public comment

None

5. Review and discussion of policies

- a. Policy 8 – Community Relations was reviewed and minor changes were approved.
- b. Appendix 8A - Guidelines for Display Cases and Art Exhibits was reviewed and approved.

6. Next Policies

- a. Policy 4 – Library Administration will be discussed at the December meeting.
- b. Appendix 4A – The Role of the Trustee will be discussed at the December meeting.

- c. Appendix 4B – United for Libraries Public Library Trustees Ethics Statement will be discussed at the December meeting.
- d. Appendix 4C – The Role of the Executive Director will be discussed at the December meeting.
- e. Policy 9 – Human Resources will begin to be discussed at the December and January meetings.

7. Other business

- a. Notary Resolution was reviewed and approved.
- b. Web Content Accessibility Resolution was reviewed and approved.

8. Date for next meeting

The next two meeting will be on December 8, 2025 at 3:30 pm, and January 5, 2026 at 3:30 pm.

9. Adjournment—The meeting adjourned at 4:23 pm.

Approved: December 16, 2026

Barbara A Sherry, Secretary

Jeffrey Westhoff, Vice President



Board of Library Trustees Regular Meeting
Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
November 18, 2025, 7:00 p.m.

Minutes

1. Call to order

President Brauer called the meeting to order at 7:02 p.m. Secretary Sherry was physically present.

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

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

3. Approval of Agenda

Approval of the agenda as amended.

The regular Board meeting minutes of October 21, 2025, will be moved from the consent agenda to new business item G. In addition, item 8.b. should read "Approval of the revised Salary Schedule with cost-of-living increases and two new positions."

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

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Finance Manager Mary Myers, Administrative Associate Sarah Kacimi, Collections Manager Carly Thompson, Community Engagement Director Kathy Burns, Human Resources Manager Darcie Abreu, Branch Assistant Manager Cynthia Ramirez, TAB liaison Emma Gallo, Independent Construction Representative Dan Eallonardo, Youth

and Teens Department Library associate Ill Dana Mijalski, and community members Emelie Cheng, Audrey Natcone, Julie O’Nan, Zack Kerr, Brooke Cusmano, and Lay Diep.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Trustee True reported that there will be a teacher's pop-up sale next Saturday in meeting room 1.

b. Palatine Public Library District Foundation

The Foundation met on October 23, stuffed envelopes and sent them out. The next meeting will be on December 18 at 4:30 p.m.

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

Trustee True reported that there were recent legislative updates. The first is SB243 which allows for a FOIA request denial if a public body cannot verify if the requester is a person. Electronic FOIA requests must also be in the email body rather than found within an email attachment.

SB1911 expands the use of Sales Tax and Revenue bond districts within the state of Illinois but specifically precludes the use of this financing tool for sports stadiums and the area surrounding them. The bill also de-couples Illinois from recent federal tax changes.

The House Executive Committee considered House Amendments 1 and 2 to SB1937, the “Safe Harbor” Omnibus Pension Proposal. Negotiations will continue during the 2026 spring session

Trustee True continued with recent updates on RAILS. “Explore More Illinois”, the RAILS online cultural and recreational pass program, welcomes “Aikman Wildlife Adventure” in Arcola, IL and “Bloomington Bison Hockey.”

Finally, Trustee True reported that E-Read Illinois is transitioning to “The Palace Project App” following the abrupt closure of Baker & Taylor’s “Boundless App.”

d. Teen Advisory Board (TAB)

TAB representative Emma Gallo reported that during the November meeting, TAB members worked on Post-it art designs based on the winter reading theme: "Yeti, Set, Read." The designs will be displayed during the December meeting. In addition, TAB's Executive Board is brainstorming with the Library Communications Department regarding social media.

7. Unfinished Business

a. 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

Trustee DeRosa reported on the 2026 Levy.

Trustee DeRosa moved, seconded by Trustee Ha, approval of 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, as presented.

Roll call vote:

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

8. New Business

a. Approve contracts with Reed Construction for first-floor renovation

- i. Base bid: \$1,799,084
- ii. Alternate 1 Second Floor Offices: \$48,701
- iii. Alternate 2 Lobby ACT Work: \$120,743

Trustee Westhoff reported on the plans for the first-floor renovations. Kristen Richardson and Dan Eallonardo went over the plans and shared recommendations with the Board.

Trustee Westhoff moved, seconded by Trustee DeRosa, approval of the following contracts with Reed Construction for the first-floor renovation - Base bid in the amount of \$1,799,084, Alternate 1 Second Floor Offices in the amount of \$48,701, and Alternate 2 Lobby ACT Work in the amount of \$120,743 as presented.

Roll call vote:

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

b. Approval revised Salary Schedule with cost-of-living increases and two new positions

Trustee Boland moved, seconded by Trustee Sherry, approval of the revised Salary Schedule with cost-of-living increases and two new positions as amended.

Roll call vote:

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

c. Approval of Ordinance 2026-03: Ordinance Abating the Tax Heretofore Levied for the Year 2025 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois

Trustee DeRosa moved, seconded by Trustee True, approval of Ordinance 2026-03: Ordinance Abating the Tax Heretofore Levied for the Year 2025 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois as presented.

Roll call vote:

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

d. Approval of Policy Changes

Trustee Sherry reported that there were few changes to Policy 8: Community Relations and Appendix 8A: Guidelines for Display Cases and Art Exhibits effective December 1, 2025.

- i. Policy 8: Community Relations
- ii. Appendix 8A: Guidelines for Display Cases and Art Exhibits

Trustee Sherry moved, seconded by Trustee DeRosa, approval of policy changes to Policy 8: Community Relations and Appendix 8A: Guidelines for Display Cases and Art Exhibits effective December 1, 2025, as presented.

Roll call vote:

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

- e. Resolution 2026-01: Indemnifying Library Staff Performing Notarial Acts in Good Faith and Within the Scope of their Duties

Trustee Sherry moved, seconded by Trustee True, approval of Resolution 2026-01: Indemnifying Library Staff Performing Notarial Acts in Good Faith and Within the Scope of their Duties as amended.

Roll call vote:

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

- f. Resolution 2026-02: Adopting the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA as the Digital Accessibility Standard

Trustee Sherry moved seconded by Trustee Ha, approval of Resolution 2026-02: Adopting the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA as the Digital Accessibility Standard as presented.

Roll call vote:

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

- g. Approval of regular Board meeting minutes of October 21, 2025

Trustee Westhoff moved seconded by Trustee True, approval of the regular Board meeting minutes of October 21, 2025, as amended.

Roll call vote:

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

9. President's Report

- a. ILA Legislative Meet Up on Wednesday, December 3, 2025, from 8:00 a.m. - 10:00 a.m. in Northbrook, IL.

President Brauer notified the Board of the deadline to sign up for the ILA Legislative Meet-Up on Wednesday, December 3, 2025.

Trustees Brauer, Ha, and True will attend the ILA meet up.

- b. Review of Library Board Advocacy Activities

Trustee Sherry reported that she attended the "Navigating the Cook County Justice System" event at Harper College on November 15. The event had Cook County agencies and legal aid partners; some elected officials were also there. They spoke about everything from victim advocacy from the state's attorney's office to immigration information. Sherry thought that the most interesting topic was the Court Access Library Center Project, which has the goal of reducing barriers to court access. Indian Trails and Glenview have signed up for the pilot phase and library staff is being taught about certain court issues (divorce and child custody, domestic violence, wills, trusts, and estates, housing, and consumer debt).

Trustee Ha reported that she reached out to the Assistant Principal at her child's school to notify them of the library card program and the teachers' pop-up sale.

Trustee Westhoff reported that he recently used the Library Makerspace and said staff member Azlin was a tremendous help with a difficult project he was working on.

Trustee True reported that she was also in the Makerspace with her father and made coasters on the sublimation machine for holiday gifts. Her father was very impressed with the Library.

10. Treasurer's Report

Trustee DeRosa reported that the Library's finances are in phenomenal shape. DeRosa pointed out that we are in a slight deficit, but community property owners received tax bills recently, so there should be a turnaround.

11. Director's Report

a. ILA Conference Report

Executive Director Gardner reported that she attended the ILA Conference in Rosemont from October 14-17. Gardner attended a session called "A Million Illinoisians Without Libraries: Let's Change That", which she found very interesting. Gardner also presented a poster session on how to gather feedback in a fun way and gave a presentation with the Library architect and designer called "The Forgotten Frontier: Investing in Library Staff Spaces."

Dana Mijalski, Youth and Teens Department Library associate III, reported on a session she attended at the conference called "No Longer Stuck in Between: Helping Tweens Find a Place to Belong." Programs that worked well for this age group included giant board games, 3D printing classes, beading and crafting, and more. Mijalski noted that these programs can help to develop a strong group of loyal teens at the library.

Collection Services Manager Carly Thompson attended a program that dealt with cataloging called "LGBTQ+ Perspectives in Library Catalog Research." This presentation went over the use of Homosaurus subject terms in collection services cataloging, subject headings for gender and sexuality, how LGBTQ+ users search catalogs, and more.

Brooke Cusmano, Early Literacy Associate, attended a program called "Fandom Fests for All." Examples of programs at a fan fest could involve costume contests, cosplay groups, photo ops, trivia, crafts, freebies/swag giveaways, paid talent, and more.

Branch Assistant Manager Cynthia Ramirez reported on the session she attended at the ILA Conference called "Spice Up Your Passive programming." Ramirez went over some of the ideas given to ramp up programming at the Library which include scavenger hunts, a seed library, plant swaps, tiny art shows, boredom buster packets, and more.

b. Quarter 1 Statistics Report

Executive Director Gardner presented statistics from the first quarter to the Board.

12. Committee Reports

a. Building and Grounds Committee

Trustee Westhoff reported that the next meeting will be held after bids for the first-floor renovation have been chosen.

b. Finance Committee

Trustee DeRosa reported that the committee met September 10 to discuss the levy. The next meeting will be held in Spring. The date is to be determined.

c. Policy Committee

Trustee Sherry reported that the committee met on November 10 to discuss Policy 8, Appendix 8a, the Notary Resolution, and the Web Content Resolution. During the next meeting, the committee will be discussing Policy 4, Appendices 4a, 4b, and 4c. The committee will also begin working on Policy 9: Human Resources. The next two meetings will be held on December 8 at 3:30 p.m. and January 5 at 3:30 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 Warrant 2026-05 in the amount of \$1,056,073.87

b. Approval of Resolution 2026-03 Authorizing Flags to be Flown at the Main Library

c. Approval of Resolution 2026-04 Authorizing Intervention in All 2024-2026 Tax Year Appeals

Trustee True moved, seconded by Trustee Ha, 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

None.

15. Closed session -- ILCS 120/2(c)(8) Security procedures, school building safety and security, and use of personal equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Trustee Ha moved, seconded by Trustee Sherry, approval of a closed session for the purpose of discussion concerning ILCS 120/2(c)(8) Security procedures, school building safety and security, and use of personal and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property as presented.

Roll call vote:

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

President Brauer adjourned the regular Board meeting at 8:51 p.m.

The Board of Trustees went into a closed session at 9:02 p.m.

The regular Board meeting returned to the open session at 9:34 pm.

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

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

17. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Administrative Associate Sarah Kacimi, and community members Emilie Cheng and Audrey Natcone.

18. Adjournment

President Brauer adjourned the meeting at 9:51 p.m.

Approved on: December 16, 2025

Jeffrey Westhoff, Vice-President

Barbara Sherry, Secretary

Palatine Public Library District
Warrant 2026-06 Payroll and Invoice Distribution Totals
For the month of December 2025

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
11/15/2025	Payroll	\$225,506.64
11/30/2025	Payroll	\$210,153.50
Total 5310 · Gross Salaries		\$435,660.14
5311 · Employer IMRF Fund Expense		
11/30/2025	IMRF	
Total 5311 · IMRF Fund Expense		\$39,480.33
5312 · Employer Social Security Fund Expense		
11/15/2025	Payroll Taxes	\$16,826.57
11/30/2025	Payroll Taxes	\$15,652.05
Total 5312 · Social Security Fund Exp		\$32,478.62
5313 · Employer Health & Life Insurance Expense		
11/30/2025	Health Insurance - Blue Cross/Blue Shield	\$41,143.50
11/30/2025	Life Insurance - Principal	\$3,055.47
Total 5313 · Health & Life Insurance		\$44,198.97
5660 · Payroll Processing Fee		
11/20/2025	Payroll Processing Fee	\$1,679.41
Total 5660 · Payroll Processing Fee		\$1,679.41
TOTAL 5300 · PAYROLL EXPENSES:		\$553,497.47
5660 - Bank & Credit Card Service Charges		\$625.94
Early Release Checks		
Check & ACH Pmts - 12/16/25		\$351,743.44
TOTAL WARRANT 2026-06		\$905,866.85

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date



ORDINANCE NO. 2026-04

ORDINANCE ESTABLISHING THE TIME, PLACE AND DATE OF THE REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE PALATINE PUBLIC LIBRARY DISTRICT FOR THE CALENDAR YEAR 2026

WHEREAS 30-50 of Chapter 75 Act 16 of the Illinois Compiled Statutes requires the Board to specify annually by ordinance the time, place, and date of the regular meetings;

NOW THEREFORE, be it ordained by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois that it hereby establishes the following schedule of meetings for 2026. All meetings will be held at 7 pm.

January 20, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
February 17, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
March 17, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
April 21, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
May 19, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
June 16, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
July 21, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
August 18, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
September 15, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
October 20, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
November 17, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067
December 15, 2026	Main Library, 700 N. North Ct., Palatine, IL 60067

BE IT FURTHER ORDAINED that following adoption, the schedule of meetings shall be posted in the library, posted on the Library's website, and provided to the media upon request.



ADOPTED this 16th day of December 2025, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST:

Jeffrey Westhoff
Vice President, Board of Library Trustees
Palatine Public Library District

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

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE



I, Barbara A. 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. 2026-04

ORDINANCE ESTABLISHING THE TIME, PLACE AND DATE OF THE REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE PALATINE PUBLIC LIBRARY DISTRICT FOR THE CALENDAR YEAR 2026

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 Acts on the 16th day of December 2025.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of December 2025.

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



RESOLUTION NO. 2026-05

RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARD PARTICIPATION AND FEES

WHEREAS, the State of Illinois has enacted the Illinois Public Library District Act [75 ILCS 16/30-55.60], which grants power to the Board of Trustees, including the power to extend the privileges and use of the library to non-residents and the power to charge a fee for non-resident use thereof; and

WHEREAS, the Board of Trustees of the Palatine Public Library District has determined for the 2026 calendar year to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards; and

WHEREAS, the Illinois Administrative Code [23 ILAC 3050.60(b)], sets forth the tax-bill method for calculating a non-resident fee so as to ensure the fee charged is equal to the cost paid by residents of Palatine;

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

Section 1: Individuals residing beyond the jurisdictional boundaries of the Palatine Public Library District whose closest public library is the Palatine Public Library District, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Palatine Public Library District, may purchase a non-resident fee card calculated using the Tax Bill Method [23 ILAC 3050.60(b)].

Tax Bill Method:

- **Non-Resident Taxpayer:** The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principle residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- **Non-Resident Renter:** The library shall charge 15 percent (15%) of the monthly rent as the annual non-resident fee. The renter shall provide the



public library a current rent receipt or a cancelled rent check for verification purposes.

Section 2: The Library shall notify the regional library system within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 3: This Resolution shall be in full force and effect upon its adoption, approval, and publication as provided by law, and remain in full force and effect until further action by the Board of Trustees.

Adopted this 16th day of December 2025.

Jeffrey Westhoff
Vice President, Board of Library Trustees
Palatine Public Library District

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



STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, the undersigned, 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 a Resolution adopting the non-resident library card participation and rates, being a Resolution entitled:

RESOLUTION NO. 2026-05

Resolution Authorizing Public Library Non-Resident Card Participation and Fees

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 16th day of December 2025.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of December 2025.

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