



Board of Library Trustees Regular Meeting
Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
December 16, 2025, 7:00 p.m.

Minutes

1. Call to order

Vice President Westhoff called the meeting to order at 7:03 p.m. Secretary Sherry was physically present.

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

Upon roll call, Trustees Boland, DeRosa, Ha, Sherry, and Westhoff were physically present. President Brauer was absent. Trustee True joined the meeting at 7:30 p.m.

3. Approval of Agenda

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

Roll call vote:

Ayes:	Boland, DeRosa, Ha, Sherry, and Westhoff
Nays:	None
Abstain:	None
Absent:	Brauer, True
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, Community Services Director Kathy Burns, Human Resources Manager Darcie Abreu, Library Associate Christi Michel, Adult Services Assistant Manager Kaitlin Mathers, Library Associate Anna Golash, Member Services Manager Rosalie Scarpelli, Friends of the Library representative Meg Cipar, and community members Julie Onan, Emelie Cheng, and Zack Kerr.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Friends of the Library representative Meg Cipar reported that the February book sale will be moved to January 16, 17, and 18. Cipar also reported that there will be pop-up book sales every Saturday during the month of June. Each pop-up sale will have different themes: children's books one week, sci-fi books the following week, and so on. The teacher's pop-up sale was relatively successful. The book sales should return to the regular schedule in October depending on how the first-floor renovations go.

b. Palatine Public Library District Foundation

Trustee Sherry reported that the Foundation would meet on Thursday, December 18, at 4:30 p.m.

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

Trustee Westhoff reported that the ILA Nominating Committee announced the 2026 Board candidates. Also, after the abrupt closure of Baker and Taylor, Ingram Library Services and Brodart Library Services have been announced as potential replacements. Westhoff added that Executive Order 14238, aimed to eliminate the Institute of Museum and Library Services (IMLS), has been blocked by the U.S. District Court of Rhode Island in response to a lawsuit filed by 21 states, including Illinois. Adding to this, voting for the ILA Member Photo of the Year for 2025 closes Friday, December 19. Trustee Westhoff concluded the report with recent RAILS updates. The RAILS Board adopted a Free Speech Needs Free Libraries statement; Rolling Meadows and Wauconda Libraries were awarded Cataloging Membership Grants; and the Illinois State Library annual state certification is coming up January 2 through March 31, 2026.

d. Teen Advisory Board (TAB)

There was no report for TAB this month.

7. Unfinished Business

a. Approval of Change order for the Automated Materials Handler

Trustee Boland moved, seconded by Trustee DeRosa, approval of the change order for the automated materials handler as presented.

Roll call vote:

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

8. New Business

a. Approval of Closing on Monday February 23, 2026, instead of Friday February 27, 2026, for Staff Development Day

Executive Director Gardner said the Library would like to have Staff Development Day on Monday, February 23, 2026, because that date is available at Harper College.

Trustee Boland moved, seconded by Trustee Sherry, approval of closing the Library on Monday, February 23, 2026, for Staff Development Day instead of Friday, February 27, 2026, as presented.

Roll call vote:

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

b. ICE Statement

Trustee Sherry moved, seconded by Trustee Ha, approval of the ICE statement as presented.

Roll call vote:

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

Trustee Boland spotted a grammatical error. Trustee Sherry rescinded the previous motion.

Trustee Sherry moved, seconded by Trustee DeRosa, approval of the ICE statement as amended.

Roll call vote:

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

Nays: None

Abstain: None

Absent: Brauer, True

Vote: Motion approved

9. President's Report

a. Appointment of Lock Box Committee

Trustee Westhoff appointed the Lock Box Committee members for January to report in February. Trustee Sherry will chair the committee with assistance from Trustee DeRosa.

b. Review of Library Board Advocacy Activities

Trustee Westhoff reported that he made a sweatshirt in the workshop for a Christmas present.

10. Treasurer's Report

Trustee DeRosa reported that the Library's finances are in very good shape. DeRosa noted that the Library is still running a slight deficit, but it should receive the property tax revenues from Cook County soon.

11. Director's Report

a. Illinois Library Association Conference Report

- Library Associate Christi Michel reported on a presentation she attended called "Designing for Disability: How We Reframed Our Perspectives and Our Services."
- Deputy Director Susan Conner reported that she attended a presentation called "Hope Belongs Here: Cultivating Critical Hope through Leadership."
- Adult Services Assistant Manager Kaitlin Mathers reported on her time as the showcase coordinator for the 2026 iRead Program and a presentation she attended called "The Power of Recognition: Engaging and Retaining Your Team."
- Library Associate Anna Golash reported on the presentation she attended called "Addressing Loneliness at the Library."

- Community Services Director Kathy Burns reported on the presentation she attended called “Defending Our Values: The Impact of Culture Wars in Public Libraries.”

b. ALA Core Forum

Lead Cataloger Adriene Galindo reported on the presentation she attended called “Core Forum,” a subgroup of ALA that focuses on metadata, cataloging, preservation, collection development, leadership, and AI.

c. Executive Director Goals Update

Executive Director Gardner discussed updates to the goals with the Board.

12. **Committee Reports**

a. Building and Grounds Committee

Executive Director Gardner reported that there will be a meeting with the contractor in the next few weeks, and they will be discussing the renovation schedule.

b. Finance Committee

Trustee DeRosa reported that the committee met in September and will meet again in the spring.

c. Policy Committee

Trustee Sherry reported that the committee met on Monday, December 15, to discuss Policy 4: Library Administration and appendices 4A, 4B, and 4C. There were no changes made. The Committee also discussed having an employment contract for the Executive Director. This will be discussed when the full Board is present. In addition, the Policy Committee reviewed Policy 9: Human Resources. Many changes were made, and the Policy Committee will review the policy with the proposed changes during the next policy meeting. Many of the changes made to Policy 9: Human Resources were necessary to incorporate new Illinois laws and regulations. The next meeting will be held on 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 Minutes

- i. Policy Committee meeting of November 10, 2025
- ii. Regular Board meeting of November 18, 2025

b. Approval of Warrant 2026-05 in the amount of \$905,866.85

c. Approval of Ordinance 2026-04 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

d. Approval of Resolution 2026-05 Authorizing Public Library Non-Resident Card Participation and Fees

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

Roll call vote:

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

14. Correspondence

Executive Director Garder presented the comment card report to the Board.

16. Adjournment

Trustee Westhoff adjourned the meeting at 8:18 p.m.

Approved on: January 20, 2026

Debby Brauer, President

Maureen DeRosa, Secretary



**Board of Library Trustees
Policy Committee**
Board Room, Main Library
700 N. North Court, Palatine, IL
January 5, 2026, 3:30 pm

Minutes

1. Call to order

Chairperson Sherry called the meeting to order at 3:30 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, Community Services Director Kathy Burns, and Human Resources Manager Darcy Abreu.

4. Public comment

None

5. Review and discussion of policies

- a. Policy 9—Human Resources was reviewed and changes were approved.

6. Next Policies

- a. Policy 5 – Financial Management
- b. Policy 7—Collection Management

7. Other business

- a. Executive Director Gardner provided two Employment Agreements to the Trustees present.

8. Date for next meeting

The next meeting will be held on February 2, 2026 at 3:30 pm.

9. Adjournment—The meeting adjourned at 4:26 pm.

Approved: January 20, 2026

Trustee

Trustee

Palatine Public Library District
Warrant 2026-07 Payroll and Invoice Distribution Totals
For the month of January 2026

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
12/15/2025	Payroll	\$208,625.29
12/31/2025	Payroll	\$214,712.82
Total 5310 · Gross Salaries		\$423,338.11
5311 · Employer IMRF Fund Expense		
12/31/2025	IMRF	\$39,997.89
Total 5311 · IMRF Fund Expense		\$39,997.89
5312 · Employer Social Security Fund Expense		
12/15/2025	Payroll Taxes	\$15,488.55
12/31/2025	Payroll Taxes	\$15,954.25
Total 5312 · Social Security Fund Exp		\$31,442.80
5313 · Employer Health & Life Insurance Expense		
12/31/2025	Health Insurance - Blue Cross/Blue Shield	\$41,900.39
12/31/2025	Life Insurance - Principal	\$3,299.02
Total 5313 · Health & Life Insurance		\$45,199.41
5660 · Payroll Processing Fee		
12/20/2025	Payroll Processing Fee	\$2,052.75
Total 5660 · Payroll Processing Fee		\$2,052.75
TOTAL 5300 · PAYROLL EXPENSES:		\$542,030.96
5660 - Bank & Credit Card Service Charges		\$497.20
Early Release Checks		
Check & ACH Pmts - 01/20/26		\$500,748.89
TOTAL WARRANT 2026-07		\$1,043,277.05

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date



Palatine
LIBRARY
District



MAIN LIBRARY
700 N North Court
Palatine, IL 60067



847-907-3600



palatinelibrary.org

January 14, 2026

To Whom It May Concern,

On June 17th, 2025, the Palatine Public Library District Board of Trustees approved the annual operating budget for 2025-2026. The employees listed below each have a "total compensation package" which exceeds \$150,000 per year. Total compensation package is defined as payment made by the Library to the employee for salary, health insurance, vacation days granted, and sick days granted. The Library does not provide payments for housing allowances, vehicle allowances, clothing allowances, or loans.

Name	TOTAL COMP	VACATION DAYS	SICK DAYS
Melissa Gardner	\$162,325.50	20	12





ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796
ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

- ☐ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

- ☐ **Is providing a written policy or procedure, approved and in force at the applicant library(s),** declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received because of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

1.) Access

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Palatine Library meets all the new accessibility standards. We currently are evaluating the signage and materials we put out in languages other than English and are hoping to increase what is available in Spanish as well as other languages. We are also renovating our first-floor staff areas and will be adding daylighting to those.

2.) Advocacy and Community Engagement

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Palatine Library District meets (and exceeds) all the Core Standards for Advocacy and Community Engagement by offering advocacy and engagement training to all staff and Board of Trustees. Staff and Trustees actively participate in community groups and collaborate for programming with community organizations such as Partners for Our Community, Rotary, United Palatine Coalition, School Districts 15 and 211, Palatine Chamber of Commerce, the Palatine Police Department, Palatine Park District, Salt Creek Park District, Hoffman Estates Park District, local business, Illinois Library Association, Public Library Association, and the American Library Association and more.

The Library hosts public tabling hours and for local politicians, voting groups, and community organizations and nonprofits. We also attend meetings held by The Village of Palatine, Palatine Police, Community Mental Health Board and our state and local representatives.

The Library Director highlights outreach and engagement events in a monthly report given to the Board of Trustees and the Trustees report their own advocacy actions at the public monthly meetings.

The Library has dedicated staff in a Community Services Director and Community Engagement Coordinator who organize, oversee, track, and report monthly Advocacy and Engagement events throughout the library community. Staff throughout the Library also serve on various ILA and ALA committees and travel to Washington DC to advocate with Congressional leaders on behalf of the Palatine and greater library community.

3.) Buildings and Grounds

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Palatine Library is compliant with all Building and Grounds Core Standards including operating budget, special reserve funds, planning, building assessments by experts, and updating plans necessary to ensure safety, form, and function.

Recent projects completed include the following: Install nitrogen generator for dry fire sprinkler system in the underground parking garage to extend life of sprinkler piping, upgrade RPZ for main water line into the building, and upgrade controls on 2 elevators due to control parts becoming obsolete.

Upcoming projects include renovation of staff and public areas on the first floor and upgrade controls on remaining 2 elevators.

4.) Collection Management

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The library meets the Core Standards apart from “The library serves as a repository for local history.” In Palatine, there is a local historical society that serves as a repository for local history. We partner with the historical society for programs but do not actively collect local history items. We do provide access to genealogy and local history via online databases and select print materials.

We do not have a special collection of local history items.

5.) Finance and Budget

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Not applicable. The Library fully meets the core standards.

6.) Governance and Administration

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The library meets almost all the new standards.

Under item 6 advanced, the board members do not all serve on local committees, but they are all involved in various local organizations, and they are actively listening and seeking input from community members. In this way the board meets the spirit of this standard.

Under item number 14 advanced, we do not currently have any trustees serving on RAILS or ILA committees. The board has an appointed trustee who reports to the board each month relevant RAILS/ILA/ALA information. In this way the board meets the spirit of this standard.

This year new trustees were given orientation and attended ILA conference.

7.) Human Resources

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Library meets all of the standards listed on the Personnel Checklist. We have a personnel policy that is annually reviewed by the Board. We have job descriptions and a salary schedule that is market benchmarked every 3 years, and we have updated in 2025. We conduct annual performance reviews and support ongoing training and development.

8.) Information Services

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Palatine Library fully meets the Core Standards identified in the Information Services Checklist. We regularly assess our services and prioritize resources for those that are most valuable and relevant to our members. Over the past several years, we have intentionally worked to broaden services that support our diverse community.

9.) Marketing and Promotion

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Library meets all the chapter's standards and all components of the Marketing, Promotion, and Collaboration checklist. We distribute a quarterly newsletter to approximately 38,000 households in our District and send out weekly member e-newsletters to keep our community informed about programs and services. Marketing efforts and plans regularly support strategic plan initiatives and goals. Our social media platforms (Facebook, Instagram, TikTok, and Flickr) are flourishing with high levels of engagement and followers. Our website is regularly updated with news, reading lists, program highlights, and new services. We have continued to make large headways in provide translation of promotion for reading programs, events, and classes into Spanish, Ukrainian, Mandarin, and others for our diverse community. We continually improve our accessibility in both print and digital communication through training,

best practices, and federal standards. The Library includes public relations and customer service as part of the ongoing training of staff and board members.

10.) Programming

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Palatine Library meets the requirements outlined in the Programming Checklist. We continually evaluate our program offerings and devote more resources to those areas we determine are the most useful and entertaining to our members. We have been making a conscious effort to expand offerings of our diverse community over the last several years.

11.) Safety and Emergency Preparedness

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Library meets all the components. We have very strong safety procedures with a Person in Charge (PIC) program and have a detailed building maintenance plan that covers all systems. Emergency manuals and instructions have been reviewed and kept up to date. Staff have been trained in the past year in lockdown procedures, fire drills, and CPR/AED.

12.) Technology

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

The Library meets all the Core Technology standards and many of the Intermediate and Advanced Standards.

Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

The Library plans to use the Per Capita Grant monies for print, audio-visual, and electronic materials for the community.