



**Board of Library Trustees  
Policy Committee**  
Story Room A, Main Library  
700 N. North Court, Palatine, IL  
December 15, 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, Renee True, and Barbara Sherry were present.

3. Introduction of visitors

In attendance were Executive Director Melissa Gardner and Human Resources Manager Darcie Abreu.

4. Public comment

None

5. Review and discussion of policies

- a. Policy 4—Library Administration was reviewed and no changes were made.
- b. Appendix 4A—The Role of the Trustee was reviewed and no changes were made.
- c. Appendix 4B—United for Libraries Public Library Trustees Ethics Statement was reviewed and no changes were made.
- d. Appendix 4C—The Role of the Executive Director was reviewed and no changes were made. We discussed the idea of our Executive Director having an employment contract, and will discuss that with the full Board.

6. Policy 9—Human Resources was reviewed and many changes were discussed. The Policy Committee will review the proposed changes at our next Policy Committee meeting in January, and then bring proposed changes to the Board.

7. Next Policies

a. Policy 9 – Human Resources

8. Other business

None

9. Date for next meeting

The next meeting will be on January 5, 2026 at 3:30 pm.

10. Adjournment

The meeting adjourned at 5:08 pm.

Approved: February 17, 2026

---

Trustee

---

Trustee



## Minutes

### **1. Call to order**

President Brauer called the meeting to order at 7:00 p.m. Trustee Westhoff was appointed Secretary Pro Tem.

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

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

### **3. Approval of Agenda**

Under 8.b.i., approval of furniture packages; the alternative price is \$74,655.26 according to the EA documents, not \$75,655.26. Under 8.b.iv., the amount is \$54,764.83, not \$53,691.01. Additionally, the Policy Committee meeting minutes from December 15, 2025, will be pulled from the consent agenda and will be approved during the February Board meeting.

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

Roll call vote:

Ayes:	Boland, Brauer, Ha, True, and Westhoff
Nays:	None
Abstain:	None
Absent:	DeRosa, Sherry
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, Friends of the Library representative Meg Cipar, Communications Strategist Leslie Perez, Engberg Anderson representative Kristin Richardson, and community members Emelie Cheng, and Zack Kerr.

## 5. Public Comment

Community member Zack Kerr asked the Board about ICE and if there are any updates on the Library's stance or position. Executive Director Gardner explained that as of recently, a statement has been posted on the Library website that addresses this topic.

## 6. Liaison Reports

### a. Friends of the Library

Friends of the Library representative Meg Cipar reported that the Friends sale went very well. The total sales, including memberships, entry fees, and donations were \$12,408.66.

### b. Palatine Public Library District Foundation

President Brauer reported that the Foundation met on December 18, 2025. The Foundation raised \$695 from the annual campaign, not counting the \$500 donation from S+C Electric. The current assets are \$50,961.76. At future meetings, the Foundation will revisit the strategic plan and discuss restructuring. The next Foundation meeting will take place on January 29 at 4:30p.m.

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

Trustee True reported that there is a RAILS member update on February 11 at 3:00pm over Zoom. The ALA Executive Director Dan Montgomery will be speaking. In addition, Explore More Illinois, which is the RAILS online cultural and recreational pass program, continues to add attractions. The most recent attractions were the Studebaker Theater of Fine Arts and the Chicago International Puppet Theater festival.

Trustee True went on to report that ILA's 2025 Legislative meetup had 485 attendees, a 12% increase from last year. ILA is also in search of contributors for a member-led blog.

### d. Teen Advisory Board (TAB)

Teen Advisory Board representative Emma Gallo reported that in December, TAB created Post-it art that is displayed on the first floor of the Library to celebrate the Winter Reading Program. In addition, during their January meeting, TAB gave a presentation to the Communications Department on the importance of social media for teens and how TAB can assist the Library in this area.

**7. Unfinished Business**

None.

**8. New Business**

a. Review and Approval of Policy Changes

i. Policy 9: Human Resources

Trustee True reported that most changes to Policy 9: Human Resources involved tweaking language to conform with new law changes.

Trustee Ha moved, seconded by Trustee True, approval of policy changes to Policy 9: Human Resources effective February 1, 2026, as amended.

Roll call vote:

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

b. Approval of Furniture Packages

- i. Henricksen shelving \$100,927.15 or alt. \$74,655.26
- ii. Henricksen office furniture \$293,241.80 or alt. \$273,900.51
- iii. BOS chairs and tables \$100,243.28 or chairs \$42,964.71
- iv. LFI shelving \$54,764.83

Executive Director Gardner and Engberg Anderson representative Kristin Richardson discussed furniture packages with the Board of Trustees.

Trustee Boland moved, seconded by Trustee True, approval of the following furniture packages as presented:

- i. Henricksen shelving \$100,927.15
- ii. Henricksen office furniture \$293,241.80
- iii. BOS chairs and tables \$100,243.28

iv. LFI shelving \$54,764.83

Roll call vote:

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

## 9. **President's Report**

### a. 2026 Board Calendar

President Brauer went over the 2026 Board calendar with the Trustees.

### b. Keys to Success January 29

President Brauer notified the Board of the business event. Trustee True volunteered to attend.

### c. Review of Library Board Advocacy Activities

Trustee Westhoff attended State Representative Mary Beth Canty's open house and updated her on the Library's new renovation project. Trustee Ha spoke with Mayor McLeod of Hoffman Estates and discussed the renovations. Trustee True helped with the Friends of the Library book sale and spoke to many members regarding the exciting changes being made at the Library.

## 10. **Treasurer's Report**

Finance Manager Mary Myers reported that the Library is in good financial standing. The Library will receive the remainder of the property tax revenue by the end of March. The Library currently holds over \$17 million in cash and investments.

## 11. **Director's Report**

### a. Strategic Plan Update

Executive Director Gardner presented Strategic Plan updates to the Board. Gardner also notified the Board of renovation updates.

### b. Marketing Conference

Communications Strategist Leslie Perez reported on the Library Marketing Conference she attended in St. Louis.

## 12. Committee Reports

### a. Building and Grounds Committee

Executive Director Gardner reported that she will meet with the contractor every other Tuesday. The committee will meet on one of those Tuesdays.

### b. Finance Committee

Trustee DeRosa reported that the committee will meet in the Spring.

### c. Policy Committee

Trustee True reported that the committee met January 5 to discuss Policy 9: Human Resources. The committee will meet again in early February to discuss policies 5 and 7.

### d. Minutes Review Committee

Trustee True reported that the committee will meet in early February.

### e. Lockbox Committee

The committee will meet on February 3.

**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. Closed session of November 18, 2025
- ii. Regular Board Meeting December 16, 2025
- iii. January 5, 2026, Policy Committee

### b. Approval of Warrant 2026-06 in the amount of \$1,043,277.05

### c. Approval of total compensation packages over \$150,000 in accordance with PA 97-0609 for Melissa Gardner in the amount of \$162,325.50

### d. Approval of the Illinois State Library Per Capita Grant application

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

Roll call vote:

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

#### **14. Correspondence**

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

#### **16. Adjournment**

President Brauer adjourned the meeting at 8:28 p.m.

Approved on: February 17, 2026

---

Debby Brauer, President

---

Barbara A. Sherry, Secretary



**Board of Library Trustees  
Minutes Review Committee**  
Meeting Room 1, Main Library  
700 N. North Court, Palatine, IL  
January 28, 2026, 2:30 p.m.

---

## **Minutes**

### **1. Call to order**

Committee Chair Renee True called the meeting to order at 2:42 p.m.

### **2. Roll call**

Upon roll call, Trustees Ha and True were physically present.

### **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 through November 2025. No substantive discrepancies were found; records are in the process of being updated to reflect audit results.

**Closed-session minutes:** The Committee reviewed closed-session minutes for July 2024 - December, 2025. Two sets of closed-session minutes will be recommended to the Board to become open to public inspection. Three sets of closed-session minutes from previous time periods continue to require confidentiality.

#### **a. Special Meeting Closed Session 7/29/2024**

**b. Special Meeting Closed Session 7/30/2024**

**Closed-session recordings:** The Committee found three closed-session verbatim audio recordings that meet the eligibility requirements for destruction.

- i. Closed Session 12/19/2023**
- ii. Closed Session2 12/19/2023**
- iii. Closed Session 5/21/2024**

**6. Other business**

None.

**7. Date for next meeting**

To be determined, targeting July

**8. Adjournment**

Trustee True adjourned the meeting at 4:40 p.m.

Approved on: February 17, 2026

---

Trustee

---

Trustee

Prepared by: Renee True



**Board of Library Trustees  
Policy Committee**  
Board Room, Main Library  
700 N. North Court, Palatine, IL  
February 2, 2026, 3:30 pm

---

## Minutes

1. Call to order

Chairperson Sherry called the meeting to order at 3:39 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 5—Financial Management was discussed and a few minor changes were approved.
- b. Policy 7—Collection Management was discussed and no changes were approved.

6. Next Policies

- a. Policy 1-- Policy Development
- b. Policy 2-- Library Cards and Accounts

7. Other business

We discussed copier use by members.

8. Date for next meeting

The next two meetings will be held on March 4 and April 8, both at 3:30 pm.

9. Adjournment—The meeting adjourned at 3:53 pm.

Approved February 17, 2026

---

Trustee

---

Trustee

Prepared by Barbara Sherry



**Board of Library Trustees**  
**Committee to Review Contents of Lockbox**  
Palatine Bank & Trust  
110 W. Palatine Rd., Palatine, IL  
February 3, 2026, 10:00 a.m.

---

## **Minutes**

### **1. Call to order**

Committee Chair Sherry called the meeting to order at 10:15 a.m. at Palatine Bank & Trust.

### **2. Roll call**

Trustees DeRosa and Sherry were present.

### **3. Introduction of visitors**

None

### **4. Public comment**

None

### **5. Review of contents of Library District's lockbox**

The committee examines the contents of the box and verified the accuracy of the printed inventory. The inventory was placed into the lockbox.

### **6. Adjournment**

Committee Chair Sherry adjourned the meeting at 11:08 a.m.

Approved February 17, 2026

---

Trustee

---

Trustee

Prepared by Barbara Sherry

**Palatine Public Library District**  
**Warrant 2026-08 Payroll and Invoice Distribution Totals**  
**For the month of February 2026**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
01/15/2026	Payroll	\$237,879.87
01/31/2026	Payroll	\$221,232.04
Total 5310 · Gross Salaries		<b>\$459,111.91</b>
<b>5311 · Employer IMRF Fund Expense</b>		
01/31/2026	IMRF	\$49,687.44
Total 5311 · IMRF Fund Expense		<b>\$49,687.44</b>
<b>5312 · Employer Social Security Fund Expense</b>		
01/15/2026	Payroll Taxes	\$17,652.57
01/31/2026	Payroll Taxes	\$16,447.87
Total 5312 · Social Security Fund Exp		<b>\$34,100.44</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
01/31/2026	Health Insurance - Blue Cross/Blue Shield	\$41,776.11
01/31/2026	Life Insurance - Principal	\$3,179.98
Total 5313 · Health & Life Insurance		<b>\$44,956.09</b>
<b>5660 · Payroll Processing Fee</b>		
01/20/2026	Payroll Processing Fee	\$2,094.75
Total 5660 · Payroll Processing Fee		<b>\$2,094.75</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$589,950.63</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$2,886.55</b>
<b>Early Release Checks</b>		
<b>Check &amp; ACH Pmts - 02/17/26</b>		<b>\$478,379.17</b>
<b>TOTAL WARRANT 2026-08</b>		<b>\$1,071,216.35</b>

\_\_\_\_\_  
Executive Director

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date