



**Board of Library Trustees Regular Meeting**  
Meeting Room 1, Main Library  
700 N. North Court, Palatine, IL  
February 13, 2019, 7:00 p.m.

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Agenda

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
  - a. Friends of the Palatine Library (Friends Treasurer Cipar or designee)
  - b. Palatine Public Library District Foundation (Sherman)
  - c. Teen Advisory Board (TAB Liaison)
7. Unfinished business
  - a. Discussion of referendum communication (Jefferson and Dilger)
  - b. Schedule of board meetings for 2019 (Jefferson)
    - i. Ordinance 2019-04 Changing 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 2019
8. New business
  - a. Review and approval of policy changes (Brauer)
    - i. Bylaws
    - ii. Policy 1-Policy Development
    - iii. Appendix 1A-Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities
    - iv. Policy 10-Digital Resources
    - v. Appendix 10A-Use of Digital Resources
    - vi. Appendix 10B-Request to Permit Unfiltered Access
  - b. Integrated Library System update and discussion (Dilger)

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.

- c. Ratification of Contract: Northwest Community Healthcare, annual lease for the Rand Road Branch in the amount of \$590 per month for 36 months, for a total of \$21,240
- 9. President's report (Jefferson)
  - a. Review of library board advocacy activities
  - b. Reminders: ILA Legislative Meet Up February 18, 2019; ILA Trustee Forum Workshop March 16, 2019
  - c. Nominating Committee
- 10. Director's report
  - a. Com Ed Energy Assessment (Facilities Manager Gregg Szczesny)
  - b. Strategic Plan action items for 2019
- 11. Committee reports
  - a. Committee to Review Contents of Lock Box (Westhoff)
  - b. Committee to Review Closed Session Minutes (Boland)
  - c. Board Development Committee (Boland)
  - d. Director Evaluation Committee (Jefferson)
  - e. Finance Committee (Snyder)
  - f. Policy Committee (Brauer)
- 12. 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: Regular Meeting of January 9, 2019 and Committee to Review Contents of Lock Box Meeting of January 26, 2019
  - b. Financial report and approval of warrant 2019-08 in the amount of \$551,458.96
  - c. Six-month statement of receipts and expenditures
- 13. Correspondence
- 14. Adjournment

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