



**Board of Library Trustees Public Hearing  
Budget and Appropriations Ordinance**

Video Conference

September 15, 2020, 7:00 pm

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Due to the Governor's "Stay-at-Home" Executive Order, this meeting will be conducted virtually via MS Teams. Below is information to join by computer or phone.

<https://tinyurl.com/yxow76jo>

1-872-239-5794

Conference ID: 958 473 92#

In lieu of providing public comment in person, members of the public may send statements to the Executive Director at [director@palatinelibrary.org](mailto:director@palatinelibrary.org). Comments sent at least 30 minutes in advance of the meeting will be read aloud during the public comment section.

### Agenda

1. Open the public hearing
2. Roll call/Trustee requests to attend meeting via electronic means
3. Announcement of rules of procedure for public hearings (Vanderhoek)
4. Report on the proposed Budget and Appropriations Ordinance 2021-02 (Jefferson)
5. Public comment on proposed Budget and Appropriations Ordinance 2021-02
6. Close of the public hearing

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.



**Board of Library Trustees**  
**Regular Meeting**  
Video Conference  
September 15, 2020  
Immediately following public hearing

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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 (Jefferson)
  - c. RAILS/ILA (Brauer)
7. Unfinished business
  - a. Renovation bids (Joe Huberty and Kristin Richardson, Engberg Anderson)
    - i. Award contract for interior renovation
    - ii. Award contract for moving
    - iii. Award contract for general furnishings

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- iv. Award contract for flip top tables
  - v. Award contract for tables
  - vi. Award contract for seating
  - vii. Award contract for library casegoods
  - viii. Award contract for bookstacks and endpanels
8. New business
- a. Adoption of Budget and Appropriations Ordinance 2021-02 (Jefferson)
  - b. Authorization of transfer of \$600,000 from corporate fund to special reserve fund (Jefferson)
  - c. Policy review and approval (Brauer)
    - i. Policy 3-Library Operations
    - ii. Appendix 3D-Code of Conduct
    - iii. Policy 8-Community Relations
9. President's report (Vanderhoek)
- a. Review of library board advocacy activities
  - b. Set date for public hearing on tax levy
  - c. Trustee election cycle and term length
10. Director's report (Dilger)
- a. Strategic plan mid-year review (Dilger)
  - b. Annual statistics comparison (Dilger)
  - c. Summer reading program wrap-up report (Kathy Burns, Youth and Teen Services Manager)
11. Committee reports
- a. Committee to Review Open and Closed Session Minutes (Boland, Snyder, Singh)
  - b. Board Development Committee (Boland, Snyder)
  - c. Building Renovation Committee (Vanderhoek, Brauer, Westhoff)
  - d. Director's Review Committee (Boland, Vanderhoek)
  - e. Finance Committee (Jefferson, Vanderhoek)
  - f. Lock Box Committee (Boland, Snyder)

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- g. Policy Committee (Brauer, Westhoff)
- 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
    - i. Committee to Review Closed and Open Session Minutes of August 7, 2020
    - ii. Regular meeting of August 18, 2020
    - iii. Policy Committee meeting of September 3, 2020
    - iv. Building Renovation Committee meeting of September 3, 2020
  - b. Financial report and approval of Warrant 2021-03 in the amount of \$529,790.82
- 13. Correspondence
- 14. Adjournment

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