



ORDINANCE NO: 2021-05

**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 2021**

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 2021. All meetings will be held at 7 pm.

January 19, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
February 16, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
March 16, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
April 20, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
May 18, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
June 15, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
July 20, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
August 17, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
September 21, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
October 19, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
November 16, 2021	Rennack/McElroy Room, Main Library, 700 N. North Ct., Palatine, IL 60067
December 21, 2021	Rennack/McElroy Room, 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 15th day of December, 2020 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Andrea Vanderhoek
President, Board of Library Trustees
Palatine Public Library District

ATTEST:

Tracy Boland
Secretary, Board of Library Trustees
Palatine Public Library District



STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Tracy Boland, 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. 2021-05

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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 15th day of December, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of December, 2020.

Tracy Boland
Secretary, Board of Library Trustees
Palatine Public Library District



RESOLUTION NO. 2021-03

**RESOLUTION AUTHORIZING INTERVENTION
IN ALL 2019-2021 TAX YEAR APPEALS
BEFORE THE STATE OF ILLINOIS
PROPERTY TAX APPEAL BOARD**

WHEREAS, the Palatine Public Library District (the "Library") acknowledges that the owners of certain parcels of real property located within the corporate boundaries of the Library, have heretofore filed appeals and may hereafter file appeals of the assessments of certain parcels of real property with the State of Illinois Property Tax Appeal Board (the "PTAB") for tax years 2019 through 2021; and

WHEREAS, these appeals seek or will seek a reduction in the assessed value of the parcels that are the subject of the appeals; and

WHEREAS, in such circumstances a taxing district has the right to intervene in the proceedings before the PTAB in order to protect its revenue interest in the assessed valuation of the parcels.

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

Section 1: The Board of Library Trustees finds that all of the recitals contained above are true and correct, and that the same are hereby incorporated herein by reference.

Section 2: The Board of Library Trustees hereby authorizes Klein, Thorpe & Jenkins, Ltd., as its legal representative, to file a Request to Intervene in Appeal Proceedings with the PTAB, and to represent the Library's interests with respect to the appeals challenging the assessed valuations for tax years 2016 through 2018, with respect to property located within the corporate boundaries of the Library.



Section 3: All motions and resolutions or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

Section 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

Section 5: This Resolution shall be in full force and effect upon its adoption.
RESOLVED by the Board of Library Trustees of the Palatine Public Library District,
Illinois this 15th day of December 2020.

Approved by me this 15th day of December 2020.

President
Board of Library Trustees

ATTEST:

Secretary
Board of Library Trustees

9-49.8 ~~FMLA Leave Expansion and~~ Emergency Paid Sick Leave Due to COVID-19

The purpose of this policy is to ~~comply with the Families First Coronavirus Response Act (FFCRA). This policy will~~ provide eligible employees with leave and paid sick leave due to COVID-19. ~~This policy takes effect on April 1, 2020 and will expire on December 31, 2020.~~ Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies.

For the purpose of this policy, "child" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

~~All employees who have been employed with the Library for at least 30 days prior to the date they wish the leave to start are eligible.~~

~~Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19 may request leave.~~

~~Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.~~

~~Leave is unpaid during the first ten working days. Employees may elect to use any accrued and applicable paid vacation, sick, or personal leave during this time, including time available under Emergency Paid Sick Leave (below).~~

~~For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee may use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.~~

Benefits During Leave

~~The Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, the Library may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.~~

~~Employees will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on unpaid leave.~~

~~Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.~~

~~Notice and Documentation Required~~

~~All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.~~

~~Intermittent or Reduced Schedule Leave~~

~~This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of the Library and the employee if the employee is unable to work or telework.~~

~~Job Restoration~~

~~An employee who returns to work from an approved FMLA leave of absence is entitled to return to their job or an equivalent position without loss of benefits or pay.~~

Emergency Paid Sick Leave

All employees unable to work (or telework) due to one of the following reasons are eligible:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

All eligible ~~full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are~~ entitled to the number of hours worked, on average, over a two-week period.

Emergency paid sick leave will be paid at the employee's regular rate of pay ~~for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed: \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above; \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.~~

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

~~If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee must use any available vacation, sick or personal time to supplement pay available under the law.~~

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written

support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Emergency paid sick leave under this policy will not be provided beyond December 31, 202~~10~~¹⁹. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently. ~~if the leave is being taken because:~~

~~The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;~~

~~The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;~~

~~The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;~~

~~The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;~~

~~The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.~~

The only exception under which employees may take sick leave on a reduced schedule for the above reasons is if they are able to, and want to, telework, with the agreement of the Library. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day

until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Library, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so. (Adopted 5-19-20, Effective 7-1-20)

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