



Board of Library Trustees Regular Meeting
Rennack-McElroy Board Room, Main Library
700 N. North Court, Palatine, IL
July 19, 2022, 7:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 7:02 p.m. Secretary Westhoff was present.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Snyder, and Westhoff were present.

3. Approval of agenda

The Board approved the agenda by general consent as presented.

4. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Youth & Teen Services Manager Kathy Burns, Communications Manager Andrea Lublink (by video), Community Engagement Coordinator Beth Sousa, Administrative Associate Karla Nora, Technology Support Specialist Ethan Hoegler, Friends of the Library representative Meg Cipar, and member Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Library

Friends representative Meg Cipar thanked everyone who came to the June book sale which was very successful. She reported the Friends made \$14,876.19, which includes book sales, Friday night entry fees, membership dues, and donations. There were \$6,800 in credit card sales, which was much higher than the last sale. The next book sale will be in October.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation last met in June. The Story Walk opened on June 29 and Trustee Jefferson thanked all of the sponsors of the story boards. The Foundation made a contribution of \$33,000 to the Library for room naming rights. The next meeting will be Thursday, July 21.

c. RAILS/ILA

Trustee Boland reported that the Illinois Library Association annual conference will be October 18-20, 2022.

7. **Unfinished business**

None.

8. **New business**

a. Approval of trustee attendance at the Illinois Library Association Annual Conference in the amount of \$275 per trustee

Trustee Brauer moved, seconded by Trustee Boland, approval of trustee attendance at the Illinois Library Association Annual Conference in the amount of \$275 per trustee.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, and Westhoff
Nays: None
Abstain: None
Absent: None
Vote: **Motion carried.**

a. Approval of policy changes

i. Bylaws

Trustee Westhoff moved, seconded by Trustee Boland, approval of changes to Bylaws as presented, effective August 1, 2022.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, and Westhoff
Nays: None
Abstain: None
Absent: None
Vote: **Motion carried.**

ii. Appendix 0—Rules of Procedure for Public Meetings and Hearings

Trustee Westhoff moved, seconded by Trustee Brauer, approval of changes to Appendix 0—Rules of Procedure for Public Meetings and Hearings as presented, effective August 1, 2022.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, and Westhoff
Nays: None
Abstain: None
Absent: None
Vote: **Motion carried.**

iii. Policy 6—Library Facilities

iv. Appendix 6A— Schedule of Fees and Charges

Trustee Westhoff moved, seconded by Trustee Brauer, approval of changes to Policy 6—Library Facilities and changes to Appendix 6A—Noise Zones as presented, effective August 1, 2022.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, and Westhoff
Nays: None
Abstain: None
Absent: None
Vote: **Motion carried**

v. Policy 10—Digital and Maker Resources

vi. Appendix 10A—Use of Digital and Maker Spaces

Trustee Westhoff advised several minor changes were made based on how The Workshop is now running.

Trustee Westhoff moved, seconded by Trustee Boland, approval of changes to Policy 10—Digital and Maker Resources as presented and to Appendix 10A—Use of Digital and Maker Resources as presented effective August 1, 2022.

There was discussion regarding guest passes for the media studios and who can reserve a workstation. Trustee Boland proposed to remove “by valid District cardholders” in the first dot point under Computer Stations in Appendix 10A. Trustee Westhoff withdrew his motion.

Trustee Westhoff moved, seconded by Trustee Brauer, approval of changes to Policy 10—Digital and Maker Resources as presented and changes to Appendix 10A—Use of Digital and Maker Resources as amended effective August 1, 2022.

Roll call vote:

| | |
|----------|---|
| Ayes: | Boland, Brauer, DeRosa, Jefferson, Snyder, and Westhoff |
| Nays: | None |
| Abstain: | None |
| Absent: | None |
| Vote: | Motion carried |

9. **President's report**

a. Review of library board advocacy activities

Trustees attended the opening of the StoryWalk on Wednesday, June 29, and Trustee Westhoff walked in the Palatine 4th of July parade on July 2.

b. Set date for budget and appropriations hearing

Trustee Snyder set the date for the budget and appropriations hearing for Tuesday, September 20, 2022, at 7:00 p.m., immediately prior to the regular September board meeting.

c. Appoint Building and Grounds committee

Trustee Snyder appointed the following standing committees for Fiscal Year 2022-23:

Buildings and Grounds committee members include Trustees Westhoff and Boland and will be chaired by Trustee Westhoff.

Director Evaluation Committee members include Trustees Snyder and Jefferson and will be chaired by Trustee Snyder.

Finance Committee includes members Trustees Jefferson, Brauer and DeRosa and will be chaired by Trustee Jefferson.

Policy Committee members include Trustees Snyder and Westhoff and will be chaired by Trustee Snyder.

10. **Treasurer's Report**

Trustee Jefferson reviewed the Finance Manager's highlights of expenses for the month/fiscal year ending June 30, 2022.

11. Director's report

Executive Director Dilger shared information regarding recent events she attended.

a. Communications social media and email statistics

Communications Manager Andrea Lublink presented an overview of social media and email statistics and shared posts that received the most interaction from members. The Library is active on Facebook, Instagram, TikTok, Twitter, and Patron Point and has increased followers on each platform.

b. Languages spoken in the district report

Community Engagement Coordinator Beth Sousa shared the results of a Staff Multilingual Assessment that showed the proficiency level of staff in different languages.

c. Appraisal report

Finance Manager Mary Myers reported that an appraisal was recently completed after the renovation for insurance evaluation. The building is currently appraised at \$48,852,000, the contents are appraised at \$1,489,400 and site improvements are appraised at \$112,400 for a total replacement cost of \$50,453,800.

d. Strategic plan mid-year update

Executive Director Dilger shared an update to the strategic plan.

12. Committee reports

a. Finance Committee

No report.

b. Minutes Review Committee

Trustee Brauer reported that committee will meet Monday, August 8, at 3:00 p.m.

c. Policy Committee

Committee Chair Westhoff reported that the committee will meet Thursday, August 4, at 9:00 a.m.

d. Trustee Search Committee

Trustee Brauer reported that the committee will meet Tuesday, August 2, at 7:00 p.m. The application deadline is July 29, 2022. Interviews will be conducted in August.

13. **Consent agenda**

a. Approval of minutes

i. regular meeting of June 21, 2022

ii. Policy Committee meeting of July 7, 2022

b. Approval of Warrant 2023-01 in the amount of \$740,666.90

Trustee Brauer moved, seconded by Trustee Boland, approval of the Consent Agenda as presented.

Roll call vote:

| | |
|----------|---|
| Ayes: | Boland, Brauer, DeRosa, Jefferson, Snyder, and Westhoff |
| Ayes: | None |
| Abstain: | None |
| Absent: | None |
| Vote: | Motion carried. |

14. **Correspondence**

The Library received a letter from the Illinois Secretary of State awarding a FY22 Per Capita Grant in the amount of \$131,857.63 and a thank you note from the Hungarian community.

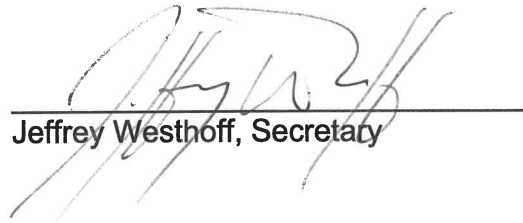
15. **Adjournment**

President Snyder adjourned the meeting at 8:19 p.m.

Approved: 8-16-22



Hal Snyder, President



Jeffrey Westhoff, Secretary