



## **Minutes**

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

President Jefferson called the meeting to order at 7:05 p.m. Secretary Westhoff was physically present.

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

Upon roll call, Trustees Boland, Brauer, Jefferson, Snyder, Westhoff, and Vanderhoek were physically present. Trustee Sherman was absent. There was no trustee request to attend the meeting via electronic means.

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

Also in attendance were Interim Director Melissa Gardner, Assistant Director Maureen Galvan, Finance Manager Regina Stapleton, Popular Materials Manager Kathy Burns, Circulation Manager Rosalie Scarpelli, Communications Coordinator Kiel Cross, Administrative Coordinator Deborah Pettersen, Friends representative Jill Jensen, Sara Murray, Linni Pesch, and Lyn Bremanis.

### **4. Minutes of previous meetings**

#### **A. Approval of minutes: Regular Meeting of August 9, 2017**

Trustee Westhoff moved, seconded by Trustee Brauer, approval of the minutes of the Regular Meeting of August 9, 2017, as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Snyder, Westhoff, and Vanderhoek.

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

#### **B. Confirmation of destruction of closed session recordings per Board vote**

Trustee Westhoff confirmed the destruction of the closed session recordings per Board vote.

## 5. Financial report and authorization of expenditures

### A. Approval of Warrant 2018-3 in the amount of \$631,874.10

Trustee Snyder moved, seconded by Trustee Boland, that the Treasurer's financial report for the month ending August 31, 2017, be received and filed for audit and that Warrant 2018-3 for the month of September 2017 in the amount of \$631,874.10 be approved and authorized for disbursement.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Snyder, Westhoff, and Vanderhoek.

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

### B. Discussion and adoption of Budget and Appropriations Ordinance 2018-01

Trustee Snyder moved, seconded by Trustee Vanderhoek, that Ordinance No. 2018-01, an Ordinance providing for Budget and Appropriations of the Palatine Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2017, and ending June 30, 2018, be adopted as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Snyder, Westhoff, and Vanderhoek.

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

## 6. President's Report

### A. Reminder of date for the November 4, 2017, long range planning meeting and request for agenda topics

President Jefferson reminded the board the Long Range Planning meeting is scheduled for November 4, 2017. Trustees are to send agenda topics to President Jefferson or Interim Director Gardner.

### B. Reminder of special meeting dates for Director search

President Jefferson scheduled a special meeting for October 4, 2017, to meet with John Keister of John Keister & Associates to discuss the Director search.

C. Review of Library Board advocacy activities

Trustee Vanderhoek reviewed recent Board advocacy activities.

D. Questions and comments regarding the Financial Management Plan by Ehlers

President Jefferson communicated that Ehlers had corrected a graph that was included in the presentation at the August Board Meeting. A corrected version of the graph was distributed to the board.

At the board's request, a special meeting will be scheduled at the end of October with a representative of EveryLibrary. The November agenda will include a discussion with representatives of Ehlers.

E. Appendix 2: The Role of the Trustee

President Jefferson reviewed Appendix 2: The Role of the Trustee.

**7. Public Comment**

None.

**8. Director's Report**

A. Update on current projects

Interim Director Gardner summarized progress on current projects at the Library, including the new website, United Palatine Coalition, and Survey results. Facilities Manager Szczesny will report on facilities projects at the November Board Meeting.

B. Staff Development day plans

Assistant Director Galvan discussed Staff Development Day, which will be held on September 29, 2017. The new Cultural Statement will be presented to staff at Staff Development Day.

C. Summer Reading Program wrap-up report

Popular Materials Manager Burns reported a 12% increase in patron participation this year. Patrons completing the program and families qualifying for the family incentive also saw increases.

She thanked the Friends for their support of the Summer Reading Program, the Winter Reading Program, and the new 1000 Books before Kindergarten program.

D. Library Card Signup Month activities

Circulation Manager Scarpelli reviewed the various incentives offered for Library Card Signup Month. She also reviewed the local businesses participating in Show Your Library Cards for Savings.

E. Social Media Tips

Communications Coordinator Cross explained his duties and presented information on using social media, including Facebook, Twitter, and Instagram.

**9. Other Reports**

A. Friends of the Palatine Library

Friends representative Jensen reported 334 volunteer hours for August. They are preparing for the October and Holiday sales.

B. Palatine Public Library District Foundation

President Jefferson reported the Foundation met August 30, 2017, and welcomed new members. They are discussing various programs to fund. The next meeting will be October 5, 2017.

C. RAILS

Trustee Brauer reported there are no trustee education programs currently available through the end of 2017.

D. Policy Committee

1. Review of proposed revisions to Appendix 10: Schedule of Fines and Fees; Appendix 13: Certain Rules and Restrictions on the Use of Services and Facilities; Appendix 14: Schedule of Loan Periods and Restrictions; and Board Bylaws

Interim Director Gardner reviewed proposed changes to Appendices 10, 13, and 14 and the Board Bylaws. The proposed changes will be on the October agenda for approval.

**10. Closed Session for the purpose of discussion of the appointment, employment, compensation, discipline, performance or dismissal of a specific employee in compliance with 5 ILCS 120/2 (C)(1)**

President Jefferson stated no closed session was necessary.

**11. Correspondence**

None.

**12. Unfinished business**

None.

**13. New business – for announcement, deliberations, and/or discussion only; no official action will be taken**

Trustee Vanderhoek will be unable to attend the October meeting.

**14. Adjournment**

President Jefferson adjourned the meeting at 8:47 p.m.

Approved: Oct. 11, 2017

  
Bruce Jefferson, President

  
Jeffrey Westhoff, Secretary