



## **Minutes**

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

President Jefferson called the meeting to order at 7:01 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, Sherman, Snyder, Vanderhoek, and Westhoff were physically present.

### **3. Approval of agenda**

Trustee Vanderhoek moved, seconded by Trustee Snyder, approval of the agenda as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

### **4. Introduction of visitors**

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Maureen Galvan, Assistant Director Melissa Gardner, Finance Manager Regina Stapleton, Popular Materials Manager Kathleen Burns, Technical Services Manager Kristin Sedivy, Administrative Coordinator Deborah Pettersen, Friends representative Jill Jensen, Ann Kennedy, and Robert Brunn.

### **5. Public comment**

None.

### **6. Liaison reports**

#### **a. Friends of the Palatine Library**

Friends representative Jill Jensen reported 461 volunteer hours for the month of February. She reported revenues of approximately \$9,300 for the

February sale. The Friends approved assisting the Foundation with the StoryWalk project.

b. Palatine Public Library District Foundation

Trustee Sherman reported the Foundation met on March 12, 2018. Foundation members discussed fundraising for the StoryWalk project. The Foundation received a \$500 donation from the Rotary Club of Palatine.

c. RAILS

Trustee Brauer reported there are two "Running Successful Board Meeting" workshops in May. Information regarding the webinar "Toward Tech Savvy Trustees" is located on the Illinois State Library's website.

d. Teen Advisory Board

None.

**7. Unfinished business**

a. Strategic planning consultant interviews

i. Harry Christiansen, Christiansen Associates

Harry Christiansen of Christiansen Associates presented his strategic planning proposal.

ii. Amanda Standerfer, Fast Forward Libraries

Amanda Standerfer of Fast Forward Libraries presented her strategic plan proposal.

Trustee Vanderhoek moved, seconded by Trustee Boland, that Amanda Standerfer, Fast Forward Libraries, be hired to facilitate the development of the Library's next strategic plan.

Before voting, Trustees discussed the merits of both proposals.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Acceptance of financial plan and next steps

Trustee Vanderhoek moved, seconded by Trustee Snyder, acceptance of the Ehlers Financial Plan.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board agreed to schedule a special meeting for April 24, 2018, at 7:00 p.m. with John Chrastka of EveryLibrary.

8. **New business**

a. Policy review and approval

i. Policy 8: Community Relations

ii. Policy 9: Human Resources

iii. Appendix 18: Display and Art Exhibits

Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of the proposed revisions to Policy 8: Community Relations, Policy 9: Human Resources, and Appendix 18: Display and Art Exhibits as amended, effective April 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

iv. Appendix 20: Partner Agreement

Trustee Brauer moved, seconded by Trustee Vanderhoek, that Appendix 20: Partner Agreement be removed from the Policy Manual since forms are typically not part of a policy manual and information regarding partnership agreements is located in Policy 8: Community Relations.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

- v. Appendix 6: ALA Library Bill of Rights
- vi. Appendix 7: ALA Freedom to Read Statement
- vii. Appendix 8: ALA Freedom to View Statement

Trustee Boland moved, seconded by Trustee Brauer, reapproval of Appendix 6: ALA Library Bill of Rights, Appendix 7: ALA Freedom to Read Statement, and Appendix 8: ALA Freedom to View Statement.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

## 9. **President's report**

- a. ILA Trustee Workshop Report

Trustee Brauer reported on the recent ILA Trustee Workshop.

- b. Review of Library Board advocacy activities, including ILA Legislative Breakfast

Trustees reviewed recent Library Board advocacy activities. Trustees who attended the Illinois Library Association's Legislative Breakfast in Buffalo Grove were pleased to hear of bipartisan support for libraries at the event. Trustees also discussed their tour of the Palatine Historical Center's Clayson House, which was also attended by Executive Director Dilger.

- c. Annual Volunteer Luncheon, Tuesday, April 17, 2018 at 11:30 am

The annual Volunteer Luncheon is scheduled for Tuesday, April 17, 2018, at 11:30 a.m. at the Library.

- d. POC Fundraiser: Cinco de Mayo, Thursday, May 3, 2018, 5:00-7:00 pm

The Palatine Opportunity Center fundraiser is scheduled for Thursday, May 3, 2018. Trustees and Library staff said they planned to attend.

- e. Location of May Board meeting



The May Regular Meeting will be held at the Palatine Opportunity Center, 1585 N. Rand Road, Palatine, Illinois, 60074. A tour of the POC will be available at 6:30 p.m.

f. Reminder to file Statement of Economic Interest

President Jefferson reminded trustees to complete the Statement of Economic Interest. Information will be emailed from the State in early April.

g. Appointment of Budget Committee

Trustees Snyder (Chair), Vanderhoek, and Westhoff were appointed to the Budget Committee.

**10. Director's report**

a. Collection Overview

Technical Services Manager Kristin Sedivy presented an overview of the statistics the staff has been gathering, focusing on the circulation of the Library's DVD collection.

**11. Committee reports**

a. Board Self-Evaluation Committee

Trustee Boland reported the Committee will be forwarding evaluation surveys to trustees.

b. Policy Committee

The Policy Committee is currently reviewing appendices.

c. Community Connections Committee

The Community Connections Committee has not met.

**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 February 14, 2018

b. Financial report and approval of Warrant 2018-9 in the amount of \$514,970.87

- c. Approval of StoryWalk Partner Agreement with Palatine Park District
- d. Resolution 2018-02 Authorizing Intervention in All 2016-2018 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board
- e. Resolution 2018-03 to Include Cash Payments Related to Health Insurance as IMRF Earnings
- f. Resolution 2018-04 to Appoint Authorized IMRF Agent

Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of the consent agenda as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

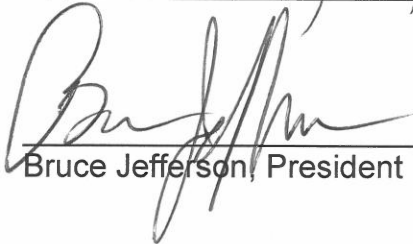
### 13. Correspondence

None.

### 14. Adjournment

President Jefferson adjourned the meeting at 9:00 p.m.

Approved: Aug. 6, 2018

  
Bruce Jefferson, President

  
Jeffrey Westhoff, Secretary