



## **Minutes**

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

President Jefferson called the meeting to order at 7:11 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 Boland moved, seconded by Trustee Brauer, 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 Beth Schwarz, Circulation Manager Rosalie Geisler, Technical Services Assistant Manager Shelby Ricci, Administrative Coordinator Deborah Pettersen, Technology Support Specialist Ken Fritz, Library Associate Anna Golash, Joshua Zheng, Keya Patel, and Pranav Bottu.

### **5. Public comment**

None.

## 6. Liaison reports

### a. Friends of the Palatine Library

President Jefferson reported 240 volunteer hours for the month of May. The Friends are preparing for their sale June 15, 16, and 17, 2018.

### b. Palatine Public Library District Foundation

President Jefferson reported that the ribbon cutting ceremony for the StoryWalk took place on June 6, 2018 and was well attended. The next meeting is scheduled for July 26, 2018.

### c. RAILS

Trustee Brauer said no events specific to trustees were scheduled through August.

### d. Teen Advisory Board

None.

## 7. Unfinished business

### a. Approval of Working Budget for Fiscal Year 2018-19

Trustee Snyder moved, seconded by Trustee Vanderhoek, approval of the Working Budget for Fiscal Year 2018-2019 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

## 8. New business

### a. Policy review and approval

i. Policy 2: Library Cards and Accounts

ii. Appendices 2A: Certain Rules and Restrictions on the Use  
of Services and Facilities, 2B: Schedule of Fines and Fees,  
and 2C: Schedule of Loan Periods

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the proposed revisions to Policy 2: Library Cards and Accounts, Appendix 2A Certain Rules and Restrictions on the Use of Services and Facilities, and

Appendix 2B: Schedule of Fines and Fees as presented, effective July 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Brauer moved, seconded by Trustee Boland, reaffirmation of Appendix 2C: Schedule of Loan Periods with no revisions.

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. Upcoming review of FY17-18 Strategic Plan progress

The final review of Fiscal Year 2017-2018 Strategic Plan will be on the July agenda.

### b. Review of library board advocacy activities

Trustees reviewed recent Library Board advocacy activities, including the StoryWalk and attending a Legislative Update with State Senator Tom Rooney. The Board will be participating in an upcoming Farmer's Market and the Hometown Fest Parade.

### c. Appoint committee to review open and closed session minutes

Trustee Boland (Chair) and Vanderhoek were appointed to the Committee to Review Open and Closed Session Minutes.

### d. Friends of the Library Annual Dinner, Wednesday, June 20, 6:00 pm

The Friends of the Library Annual Dinner is scheduled for Wednesday, June 20, 2018 at 6:00 p.m. in the Story Rooms.

## 10. Director's report

### a. Wellness Committee report

Wellness Committee members, Shelby Ricci and Anna Golash, reviewed the Committee's history and successful Put a Step into your Spring campaign.

b. Records Retention Guidelines

Executive Director Dilger discussed the State of Illinois Records Retention Guidelines for board documents.

Executive Director Dilger introduced Beth Schwarz, the Library's new Finance Manager.

**11. Committee reports**

a. Board Self-Evaluation Committee

Trustee Boland stated the Committee met on May 24, 2018 to discuss information received from Trustees. The Board Self-Evaluation Committee will report at the July Regular Board Meeting.

b. Policy Committee

Committee Chair Boland reported that from now on, the Board will vote on proposed policy changes the month they are discussed and not the following month, as had been the practice. The committee's next meeting is scheduled for June 28, 2018 at 9:00 a.m.

c. Director Evaluation Committee

The Director's Evaluation Committee will meet on July 2, 2018 at 7:00 p.m.

**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 May 9, 2018 and Special Meeting of May 14, 2018

b. Approval of Ordinance 2018-04 Adopting the Prevailing Wage Rates for Laborers, Workers and Mechanics Employed by the Palatine Public Library District



- c. Approval of Ordinance 2018-05 Authorizing Levy of an Additional Tax for the Purchase of Sites and Buildings, for the Construction and Equipment of Buildings, for the Rental of Buildings Required for Library Purposes, and for the Maintenance, Repairs and Alteration of the Library Building and Equipment
- d. Approval of Konica Minolta lease for 2 copier/printers in the amount of \$42,913.20 (\$715.22/month for 60 months)
- e. Approval of Hayes Mechanical quote for 9 new heat pumps in the amount of \$48,741.00
- f. Financial report and approval of Warrant 2018-12 in the amount of \$692,760.62

Trustee Brauer moved, seconded by Trustee Snyder, 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

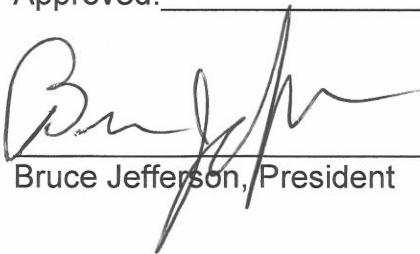
The Board received a thank you letter from Partners for Our Community for participation in the Cinco de Mayo POC Fundraiser.

Trustee Brauer stated she had received compliments on the Summer Reading T-shirt design.

### 14. Adjournment

President Jefferson adjourned the meeting at 8:31 p.m.

Approved: \_\_\_\_\_

  
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Bruce Jefferson, President

  
\_\_\_\_\_  
Jeffrey Westhoff, Secretary