



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:00 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, Vanderhoek, and Westhoff were physically present. Trustee Sherman arrived at 7:03 p.m.

3. Approval of agenda

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

4. Introduction of visitors

Also in attendance were Assistant Director Melissa Gardner, Assistant Director Maureen Galvan, Finance Manager Beth Schwarz, Information Services Manager Brian Herner, Popular Materials Manager Kathy Burns, Administrative Coordinator Deborah Pettersen, Friends Representative Jill Jensen, Ann Kennedy, and Pranav Bottu.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends Representative Jill Jensen reported 550 volunteer hours for the

month of June. She reported the June Sale was very successful with revenues of approximately \$11,200. The next sale is in October.

b. Palatine Public Library District Foundation

The Foundation's next meeting is scheduled for July 26, 2018.

c. RAILS

Liaison Brauer said no events aimed at trustees have been scheduled through September.

7. Unfinished business

None.

8. New business

a. Capital Reserves and Maintenance updates

Assistant Director Gardner discussed updating the Capital Reserves Study currently posted on the website.

9. President's report

a. Review of library board advocacy activities

Trustees reviewed recent Library Board advocacy activities, including the Farmer's Market and 4th of July Parade.

b. Set date for Budget & Appropriations hearing

The Budget & Appropriations public hearing is scheduled for 7:00 p.m. September 12, 2018. The Regular Board Meeting will immediately follow the hearing.

c. Appoint FY 2018-19 committees

Trustee Brauer (Chair), Boland, and Westhoff were appointed to the Policy Committee. Trustee Sherman was appointed Foundation Liaison. Trustee Snyder was appointed RAILS Liaison.

10. Director's report

a. Final report on FY 2017-18 Strategic Plan activities

Assistant Director Gardner reviewed FY 2017-2018 Strategic Plan activities.

b. Report on Illinois Library Association activities

Assistant Director Gardner presented highlights from her past two years serving on the Illinois Library Association as Vice President/President-Elect and President. She will serve one additional year as Immediate Past President.

c. Report on Little City volunteer project

Information Services Manager Herner reviewed past Winter Reading programs. For Winter Reading FY 2017-2018, the Library partnered with Little City. During Winter Reading, the Library collected sensory items. In June, 10 staff members volunteered for a painting project at Community Integrated Living Arrangement Homes for Little City.

d. Report on Office Park of Palatine

Assistant Director Galvan reported the Village has come to an agreement with the owner who had issues with the sidewalk project. It is projected to be completed this year. The office park is also discussing updating signage for the office park. The Library has asked to be represented on the sign.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

Trustee Boland reported the Committee met on July 6, 2018. The Committee will be reporting at the August meeting.

b. Board Self-Evaluation Committee

Trustee Boland reported that the Committee has reviewed Trustee responses. They are discussing how to address competency gaps. The Committee will be reporting at the August meeting. She requested trustees send her suggestions.

c. Policy Committee

The Committee is currently reviewing Policy 5 – Financial Management.

d. Director Evaluation Committee

Trustee Jefferson reported the Committee met on July 2, 2018. Their next meeting is scheduled for August 2, 2018.

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 June 13, 2018 and Special Meeting of June 13, 2018
- b. Financial report and approval of Warrant 2019-01 in the amount of \$748,630.67

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

Assistant Director Gardner is responding to an email received by the Board from a parent suggesting that children not be able to check out R-rated video materials.

14. Adjournment

President Jefferson adjourned the meeting at 8:25 p.m.

Approved: Aug. 6, 2018



Bruce Jefferson, President



Jeffrey Westhoff, Secretary