



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:03 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 amended.

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, Popular Materials Manager Kathy Burns, Technical Services Manager Kristin Sedivy, Finance Manager Beth Schwarz, Administrative Coordinator Deborah Pettersen, Technology Support Specialist Ken Fritz, Friends representative Meg Cipar, Pranav Bottu, Tom Galvan, Colleen Galvan, Cathy Dumphy, Margaret Gas, Ian Altieri, and John Doherty.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Meg Cipar reported 247 volunteer hours for the month of July. They are currently working on the October book sale.

b. Palatine Public Library District Foundation

Trustee Sherman reported the Foundation met on August 2, 2018. They discussed the StoryWalk and Giving Tuesday, which falls on the Tuesday after Thanksgiving.

c. RAILS

None.

d. Resolution of Appreciation for Maureen Galvan (moved from 8f on agenda)

President Jefferson read the Proclamation of Appreciation for Assistant Director Maureen Galvan. He thanked her for her 25 years of service to the Library.

7. Unfinished business

None.

8. New business

a. Discussion of Policy 5-7: Investments

Policy Committee Chair Brauer discussed changes to Policy 5-7: Investments. She said the committee recommends the creation of a standing Finance Committee.

b. Approval of certification of the Illinois Public Library Annual Report (IPLAR) to the State Library

Trustee Brauer moved, seconded by Trustee Vanderhoek, that the Illinois Public Library Annual Report be approved and submitted to the State Library as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

c. Action on closed session minutes and verbatim recordings

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the corrected minutes of the Regular Board Meeting of March 14, 2018, as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Vanderhoek, that the minutes of the following closed meetings of the Board of Library Trustees be approved as presented:

Regular Board Meeting of January 10, 2018

Regular Board Meeting of February 14, 2018

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Brauer, that the following sets of approved closed session minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection:

Regular Board Meeting of January 10, 2018

Regular Board Meeting of February 14, 2018

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Boland moved, seconded by Trustee Vanderhoek, that the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no longer than 18 months after completion

of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection:

Regular Board Meeting of February 10, 2016
Regular Board Meeting of May 11, 2016
Director's Review Committee Meeting of July 8, 2016
Special Board Meeting of August 9, 2016
Regular Board Meeting of August 10, 2016 (2 closed sessions)
Regular Board Meeting of November 9, 2016

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

- d. Approval of trustee attendance at ILA Conference Trustee Day, in Peoria, IL on Thursday October 11, 2018, in the amount of \$175 per person

There are no trustees currently available to attend the ILA Conference Trustee Day.

- e. Date of October board meeting

Trustee Vanderhoek moved, seconded by Trustee Boland, that the Palatine Public Library District Board of Library Trustees regular meeting be moved from October 10, 2018, to October 17, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

- f. Resolution of Appreciation for Maureen Galvan (also see 6d)

Trustee Vanderhoek moved, seconded by Trustee Boland, adoption of the Proclamation of Appreciation for Maureen Galvan.

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. Review of library board advocacy activities

Trustees reviewed recent Library Board advocacy activities.

b. Potential ILA Liaison

The Board discussed appointing an ILA Liaison to review ILA activities and track library legislation.

c. Strategic Planning – next meeting August 22, 7:00 p.m.

There is a Board special meeting scheduled for August 22, 2018, at 7:00 p.m. to discuss the strategic plan.

10. Director's report

a. Review of contracts

Executive Director Dilger reviewed current Library contracts.

b. American Library Association conference report

Executive Director Dilger and Technology Manager Sedivy reviewed highlights from the programs they attended at the American Library Association Conference.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

No report.

b. Board Self-Evaluation Committee

Trustee Boland reported the Committee met on July 2, 2018. Their recommendations include an overview of individual policy information each time the policy is reviewed, having Secretary Westhoff review Robert's Rules of Order, extending invitations to the presidents of the Foundation and Friends to speak to the Board, and connecting with legislative representatives on Library issues.

c. Policy Committee

The next meeting of the Policy Committee is scheduled for August 23, 2018, at 10 a.m.

e. Director Evaluation Committee

President Jefferson reported the Committee met with Executive Director Dilger on 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 July 11, 2018 and Special Meeting of July 28, 2018
- b. Financial report and approval of warrant 2019-02 in the amount of \$538,048.39
- c. Resolution 2019-01 to appoint authorized IMRF agent
- d. Resolution authorizing signers on the Library's imprest account
- e. Receipt of semiannual Statement of Receipts and Expenditures (in compliance with 50 ILCS 305/1)
- f. Approval of Hayes Mechanical quote for nine new heat pumps in the amount of \$44,420.00

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. Executive session – The Board of Trustees may decide, by a roll call vote, to convene in executive session if there are matters to discuss confidentially, in accordance with the Open Meetings Act.

- a. Director's Evaluation (Pursuant to 5 ILCS 120/2, Section C1 – evaluation of specific employee)

President Jefferson moved, seconded by Trustee Snyder, that the Board go into Executive Session pursuant to 5 ILCS120/2, Section C1, for evaluation of a specific employee.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

The Board went into Executive Session at 8:42 p.m. and reconvened to open session at 9:14 p.m.

- b. Six-Month Review of Closed Session Minutes (Pursuant to 5 ILCS 120/2, Section C21)

Because the closed session minutes were reviewed earlier in the meeting during New Business, the Board did not go into closed session at this time.

14. Correspondence

Trustees received an invitation to a Schaumburg Township District Library open house in September.

15. Adjournment

President Jefferson adjourned the meeting at 9:16 p.m.

Approved: 9-12-18


Bruce Jefferson, President


Jeffrey Westhoff, Secretary