



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:13 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 Brauer moved, seconded by Trustee Vanderhoek, 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 passed.**

4. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Popular Materials Manager Kathy Burns, Information Services Manager Brian Herner, Communications Manager Andrea Lublink, Finance Manager Beth Schwarz, Administrative Coordinator Debbie Pettersen, Technology Support Specialist Ken Fritz, Friends representative Meg Cipar, and Patricia Polka.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported 321 volunteer hours for the month of August. They are preparing for their October and November sales. She thanked the Library for finding additional space to store sale items.

b. Palatine Public Library District Foundation

Trustee Sherman reported the Foundation met on August 20, 2018. The Foundation assisted in funding several programs at the Library, including the upcoming STEAM fair. Members are preparing for Giving Tuesday.

c. RAILS

Trustee Snyder recommended reviewing the Trustee Academy and tutorial materials that were updated last year.

7. Unfinished business

a. Approval of Strategic Plan

Amanda Standerfer of Fast Forward Libraries attended the meeting via Zoom. She reviewed revisions to the Strategic Plan, which incorporated suggested changes.

Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of the Strategic Plan as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion passed.**

b. Approval of Policy 5: Financial Management

Trustee Brauer moved, seconded by Trustee Boland, approval of Policy 5: Financial Management as presented, effective October 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion passed.**

8. New business

a. Discussion of donor recognition and naming rights

Executive Director Dilger discussed establishing donor recognition guidelines. The Board requested that she research sample policies.

b. Board meeting at North Hoffman Branch/Willow Recreation Center

The October 17, 2018, Regular Board Meeting will be held at the Willow Recreation Center at 3600 Lexington Drive, Hoffman Estates. Trustees will have the opportunity to tour the North Hoffman Branch prior to the meeting.

9. President's report

a. Review of library board advocacy activities

Trustees reviewed library board advocacy activities.

b. Announcement of first date to circulate nomination papers for April 2, 2019, election

President Jefferson announced that September 18, 2018, is the first day for candidates to circulate nomination papers for the April 2, 2019, election.

c. Determination of Library Board vacancies and terms for 2019 election

President Jefferson announced there are two vacancies for the April 2, 2019, election. Both are for four-year terms.

d. Appoint Illinois Library Association Liaison

Trustee Snyder was appointed the ILA Liaison.

10. Director's report

a. Illinois State Library Per Capita Grant Requirements

Executive Director Dilger discussed trustee requirements for the 2019 Per Capita Grant.

b. Summer Reading Program wrap-up report

Popular Materials Department Manager Burns reported the 2018 Summer Reading Program was highly successful. The program had 6,241 participants, which is an increase from last year. Participants read 56,088 books. She thanked the Friends for their generous contribution.

c. 1,000 Books Before Kindergarten report

Popular Materials Manager Burns updated Trustees on the 1,000 Books Before Kindergarten program. The program has had 425 children register. Executive Director Dilger attended the first graduation ceremony, which had 31 graduates. She thanked the Foundation for its generous contribution.

d. StoryWalk report

Communications Manager Lublink reported the StoryWalk is very popular. It is a successful partnership with the Park District. The Library hopes to change the story twice a year. She thanked the Foundation for its solicitation of sponsors for the StoryWalk. She thanked the Friends for their financial support.

11. **Committee reports**

a. Board Self-Evaluation Committee

The Board Self-Evaluation Committee is inviting representatives of the Friends and Foundation to speak at upcoming Board meetings. The Committee has requested that Secretary Westhoff review Robert's Rules of Order for the Board.

b. Policy Committee

The next Policy Committee meeting is September 27, 2018, at 9:00 a.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 August 8, 2018, Special Meeting of August 22, 2018, and Committee to Review Open and Closed Session Minutes of July 6, 2018

b. Financial report and approval of warrant 2019-03 in the amount of \$550,993.21

- c. Approval of changes to authorized contacts for Bank of America credit card

Trustee Vanderhoek moved, seconded by Trustee Boland, 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 passed.**

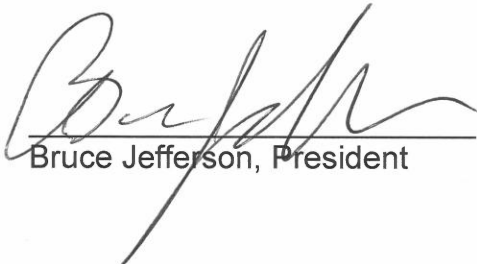
13. Correspondence

Trustees received correspondence regarding Congressman Peter Roskam's visit and Realtors Against Homelessness.

14. Adjournment

President Jefferson adjourned the meeting at 8:35 p.m.

Approved: 10-17-18



Bruce Jefferson, President



Jeffrey Westhoff, Secretary