



**Minutes**

**1. Call to order**

President Jefferson called the meeting to order at 7:02 p.m. Secretary Jeffrey 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 carried.

**4. Introduction of visitors**

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Administrative Coordinator Debbie Pettersen, Technology Support Specialist Ken Fritz, Friends of the Library representative Meg Cipar, Teen Advisory Board representative Keya Patel, and George Roach, managing partner at George Roach & Associates.

**5. Public comment**

None.

**6. Liaison reports**

a. Friends of the Palatine Library

Friends representative Cipar reported that the Friends are currently preparing for their October 19-21 sale. She reported 245 volunteer hours. The Friends will be giving the Trustees a tour at the November Board Meeting.

b. Palatine Public Library District Foundation

Trustee Sherman reported the Foundation met September 24, 2018. The Foundation donated \$1,000 to the STEAM fair. Giving Tuesday proceeds will support 1,000 Books Before Kindergarten. The Foundation's next meeting is November 14, 2018.

c. RAILS/ILA

None.

d. Teen Advisory Board

TAB representative Patel reported the FY 2018-2019 executive board met on October 9. The board has seven members.

**7. Unfinished business**

None.

**8. New business**

a. Acceptance of FY 2017-18 Audit

This item was discussed later in the meeting.

b. Approval of policy changes

i. Policy 4: Library Administration and Appendices 4A, 4B, 4C, and 4D

Trustee Brauer moved, seconded by Trustee Vanderhoek, approval of the proposed revisions to Policy 4: Library Administration and Appendices 4A: The Role of the Board of Library Trustees, 4B: The Role of the Trustee, 4C: United for Libraries Public Library Trustee Ethics Statement, and 4D: The Role of the Executive Director as presented, effective November 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

ii. Policy 7: Collection Management

Trustee Brauer moved, seconded by Trustee Boland, approval of the proposed revisions to Policy 7: Collection Management as amended, effective November 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

iii. Appendix 2C: Loan Rules

Trustee Brauer moved, seconded by Trustee Vanderhoek, approval of the proposed revisions to Appendix 2C: Loan Rules as presented, effective November 1, 2018.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

a. Acceptance of FY 2017-2018 Audit (delayed item)

George Roach of George Roach & Associates reviewed the FY 2017-2018 audit. After discussion with Library staff and Trustees, he agreed to amend the audit to include the transfer of \$350,000 from the Corporate Fund to the Special Reserve Fund set as part of the Consent Agenda.

Trustee Sherman moved, seconded by Trustee Brauer, acceptance of the fiscal year 2017-2018 audit as amended.

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 Board advocacy activities.

### b. Intergovernmental Social at Palatine Hills Clubhouse on November 15, 2018, at 6:00 p.m.

The intergovernmental social will be held on November 15, 2018, at Palatine Hills Clubhouse.

### c. Appoint Finance Committee

President Jefferson appointed Trustees Snyder (Chair), Vanderhoek, and Sherman to the Finance Committee.

## **10. Director's report**

Executive Director Dilger updated the Board on the Space Needs Plan. Library staff met with Engberg Anderson Architects and discussed the survey and focus group information and toured the Library. Engberg Anderson will present information at the November meeting, including solutions and cost estimates.

### a. Review of Chapters 6-10 from Trustee Facts File for Per Capita Grant

The Board discussed Chapters 6-10 from Trustee Facts File. While on the section regarding internet access, Executive Director Dilger noted the Library is ineligible for federal e-rate grants because two of the Library's computers do not filter internet content and can be used by patrons 14 and older. She asked if the Library should reconsider this policy. The Board requested additional information on the Library's filtering software and use of the unfiltered stations.

## **11. Committee reports**

### a. Board Self-Evaluation Committee