



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 Boland 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, HR Manager Mary Schaeffer, Technology Manager Susan Conner, Popular Materials Manager Kathleen Burns, Circulation Manager Rosalie Scarpelli, Administrative Coordinator Deborah Pettersen, Technology Support Specialist Ken Fritz, Friends representative Meg Cipar, Foundation President Ed Kerr, TAB representative Keya Patel, and Joe Huberty and Sarah Ponto of Engberg Anderson Architects.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported 547 volunteer hours for October. She reported more than \$11,000 in revenue for the October sale. The Holiday Sale is November 16, 17, and 18, 2018.

b. Palatine Public Library District Foundation

Foundation President Kerr discussed the Foundation. He highlighted various programs the Foundation had helped fund, including memorial bricks, the StoryWalk and GoPro cameras. The next fundraisers are Giving Tuesday and Dine to Donate at Granite City in Schaumburg on December 13.

c. RAILS / ILA

None.

d. Teen Advisory Board

TAB representative Patel reported that at the last TAB meeting, the Board filled lunch totes for the upcoming Winter Reading Program. The December meeting theme will be Ugly Christmas Sweaters. They are looking into a service project for the spring.

7. Unfinished business

a. Space Needs Study/Master Plan presentation

Joe Huberty of Engberg Anderson Architects reviewed the Space Needs Study/Master Plan. He discussed space challenges and various options for renovation and improvement, including cost elements.

8. New business

President Jefferson thanked Administrative Coordinator Deborah Pettersen for her 11 years of service to the Library. She will be retiring at the end of November.

a. IT Assessment

Technology Manager Susan Conner reviewed the IT assessment and recommendations from IT consultants Elert & Associates.

b. Approval of Ordinance 2019-02: 2018 Tax Levy in the amount of \$6,800,179.00

Trustee Synder moved, seconded by Trustee Boland, approval of Ordinance 2019-02: An ordinance levying and assessing taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year beginning July 1, 2018, and ending June 30, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

c. Approval of policy changes

i. Bylaws

Trustee Brauer discussed proposed revisions to the Bylaws. The Board requested further clarification. The Bylaws will be discussed at the next Policy Committee.

ii. Appendix 0: Rules of Procedure for Public Meetings and Hearings

Trustee Brauer moved, seconded by Trustee Boland, approval of the proposed revisions to Appendix 0: Rules of Procedure for Public Meetings and Hearings as presented, effective December 1, 2018.

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

The Board reviewed recent board advocacy activities, including library visits, Trunk or Treat, and the Chamber of Commerce Expo.

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

The Intergovernmental Social is November 15, 2018, at 6:00 p.m. at the Palatine Hills Clubhouse.

10. Director's report

The Holiday Open House is Friday, November 30, 2018, from 6:00 to 7:00 p.m.

a. Review of quarterly statistics and benchmarking

Executive Director Dilger reviewed circulation, reference, and computer-use statistics.

b. Staff Development Day update

HR Manager Schaeffer reviewed the 2018 Staff Development Day. Highlights included a "Run, Hide, Fight" video, information on the proposed referendum, space needs and financial plans, and trying out various Library items, including virtual reality, Digital Media Center equipment, and the Library of Things.

11. Committee reports

a. Board Development Committee

The Board Self-Evaluation Committee is now the Board Development Committee. Trustee Boland reported that in addition to the Foundation overview provided tonight, there is a Friends overview and Robert's Rules of Order overview scheduled for the January meeting.

b. Director Evaluation Committee

The Director Evaluation Committee will meet on November 26, 2018, at 7:00 p.m.

c. Finance Committee

The Finance Committee will meet on Tuesday, November 20, 2018, at 4:00 p.m.

d. Policy Committee

None.

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 October 17, 2018

- b. Financial report and approval of warrant 2019-05 in the amount of \$500,301.90

Trustee Vanderhoek 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. Closed Session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (C)(2)

Trustee Boland moved, seconded by Trustee Snyder, to go into closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (C)(2).

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

The Board went into closed session at 9:34 p.m. and reconvened to open session at 9:47 p.m.

14. Vote on items discussed in closed session

Trustee Boland moved, seconded by Trustee Vanderhoek, to approve the revised salary schedule as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

15. Correspondence

Executive Director Dilger referred to an email praising the Library's STEAM Fair and also showed Trustees a letter from Ehlers stating that the company was

closing its Illinois offices. Ehlers completed the Library's 2018 Financial Management Plan.

16. Adjournment

President Jefferson adjourned the meeting at 9:49 p.m.

Approved: December 12, 2018



Bruce Jefferson, President



Jeffery Westhoff, Secretary