



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:04 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 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, Technology Assistant Manager Mike Szwed, Popular Materials Department Assistant Manager Jen Jazwinski, Communications Manager Andrea Lublink, Communications and Marketing Coordinator Kiel Cross, Technology Support Specialist Ken Fritz, Branch Supervisor Karen Bollman, Friends representative Meg Cipar, TAB representatives Keya Patel and Anish Mukherjee, Andrew Kim of PMA Securities, Scott Praven, Mike Thompson, Dan Rodgers, Maria Galo, Pamela Olander, Karen Reshkin, Jason Gowe, Jenny Ripka, and Pam Graham.

5. Public comment

President Jefferson requested that due to the number of people requesting to speak, he would entertain a motion to limit public comments to two minutes for each person.

Trustee Vanderhoek moved, seconded by Trustee Snyder, to limit comment time to two minutes per individual.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

The following public members spoke:

Dan Rodgers, resident and former Palatine Public Library District Board Trustee, encouraged the support of the Board of Trustees to vote for a referendum.

Maria Galo, long-time resident of Palatine, said she believes the library is a good steward of the taxpayer's resources. She wanted to show her support for a referendum.

Pamela Olander, long-time resident of Palatine, said she thinks the library is a phenomenal resource but has concerns with some internal workings of the library. She would like to see them addressed prior to the passage of a referendum. At this time, she won't support a referendum.

Karen Reshkin, former Palatine Public Library District Board Trustee, spent six years on the Board. She said she was very impressed with Board and staff. She feels the Library is very fiscally responsible and knows the decision was not easy. She supports a referendum.

Pam Graham, resident, is not yet sure if she supports the referendum. She said that, as a taxpayer, she feels taxes are too high, particularly in Illinois.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported that the Friends Board has voted to endorse the referendum. There were 436 volunteer hours for November. She reported more than \$7,500 in revenue for the holiday sale in November. The next sale is February 8-10, 2019.

b. Palatine Public Library District Foundation

Trustee Sherman reported that approximately \$550 was raised on Giving Tuesday for the 1000 Books Before Kindergarten program. The next fundraiser is Dine to Donate at Granite City in Schaumburg on December 13, 2018.

c. RAILS / ILA

No report.

d. Teen Advisory Board

TAB representatives Patel and Mukherjee reported that at the last TAB meeting the theme was "Ugly Holiday Sweaters." Members made de-stress kits for students studying for finals. Comfort dogs would be at the library December 19 to also help students handle stress.

7. Unfinished business

None.

8. New business

a. Limiting Rate Referendum

Trustee Snyder moved, seconded by Trustee Vanderhoek, approval of Resolution 2019-01 Providing for and Requiring the Submission of a Binding Public Question Concerning Increasing the Limiting Rate Under the Property Tax Extension Limitation Law for the Palatine Public Library District, Cook County, Illinois, to Appear on the Ballot of the Electors of the Palatine Public Library District at the Consolidated Election to be Held on April 2, 2019.

Discussion: Trustee Snyder said that two years ago the Board commissioned a capital reserve study to examine the Library's physical facilities and projected maintenance and repair needs through 2035. That study projected the District would need \$9.2 million in capital expenses with \$5.8 million coming in the next six years. Last year the Board worked with financial planners from Ehlers to examine funding options, and it was recommended that an operating tax increase was the best option. It was suggested that the District should ask for a 9-cent increase in its tax rate. This year the Board talked to individuals, community organizations, and local taxing bodies to get feedback and then worked with a second financial planner, PMA. With more up-to-date information, PMA suggested that a 7.5-cent increase would suffice for the District's needs. Therefore, the Finance Committee recommended at its November 29, 2018, meeting

that the Board place a limiting rate increase of .075 on the ballot on April 2, 2019.

Trustee Boland said the Library has been operating in a very lean mode for a very long time. If the District doesn't raise revenue, there will be issues with the main Library building and the District may not be able to offer a safe space for people to use. Neighboring library districts, in some cases, have twice the Palatine Public Library District's budget. Even if the referendum passes, the Palatine Library will still be below the funding levels of many other nearby libraries.

Trustee Snyder said it is important to note the good the library offers to the community. Two years ago, when staff conducted a survey, about 8 percent of the District's population responded and 99 percent of those who responded said the Library is essential to the community. He also noted that approximately 75 percent of District residents have a library card. The Board wants to maintain high-quality services for the community.

Trustee Vanderhoek said that as elected officials of the community, Board members are entrusted with not just preserving what the Library has but to give patrons more of what they are asking for.

Trustee Westhoff said the Board has been going over the proposed referendum for almost two years and have already asked financial advisors all the questions they could think of. He added that every great community needs a great library. The Board wants to keep this library great.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

b. Approval of Illinois State Library Per Capita Grant

Trustee Brauer moved, seconded by Trustee Westhoff, that the Illinois State Library Per Capita Grant Application be approved and submitted as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

c. Schedule of Board Meetings for 2019

Trustee Boland motioned, seconded by Trustee Brauer, adoption of Ordinance 2019-03, an Ordinance establishing the time, place, and date of the regular meetings of the Board of Library Trustees of the Palatine Public Library District for the calendar Year 2019 as presented.

Executive Director Dilger asked for more discussion at the January Board meeting on the possibility of moving regular Board meetings to another day of the month to eliminate conflict with other area government board meetings.

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 and the intergovernmental social on November 15, 2018.

The Palatine Public Library District has been nominated for Community Organization of the Year by the Palatine Chamber of Commerce. Three Trustees will attend the chamber's Keys to Success event on December 14, when the winners would be announced.

b. ILA Legislative Meetups

The 2019 Illinois Library Association legislative meetup dates have been set. There is a session scheduled for February 18, 2019, in Buffalo Grove.

c. Appointment of Committee to Review Closed Session Minutes

Trustees Boland (Chair) and Snyder were appointed to the Committee to Review Closed Session Minutes.

d. Appointment of Committee to Review Contents of Lock Box

Trustees Westhoff (Chair) and Jefferson were appointed to the Committee to Review Contents of Lock Box.

10. Director's report

Executive Director Dilger thanked the Trustees who attended the Holiday Open House on November 30, 2018. Approximately 40 residents enjoyed the behind-the-scene tours and had the opportunity to try out some of the Library's equipment such as the virtual reality headsets and robots.

a. 2019 Board Calendar

No discussion.

b. Report on Illinois Library Association Conference

Communications Manager Lublink, Executive Director Dilger, Assistant Director Gardner, Communications & Marketing Coordinator Cross, and Technology Manager Conner gave reports on the sessions they attended at the ILA Conference in October.

11. Committee reports

a. Board Development Committee

At the January 9, 2019, Board meeting Secretary Westhoff will give a presentation on Robert's Rules of Order, and the Board will tour the Friends' book sale area.

b. Director Evaluation Committee

The committee will meet on January 3, 2019.

c. Finance Committee

The committee met on November 20, 2018, and November 30, 2018, to discuss the referendum and refine details with representatives of PMA.

d. Policy Committee

Next meeting is scheduled for January 24, 2019, 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 November 14, 2018
- b. Financial report and approval of warrant 2019-06 in the amount of \$507,860.02
- c. Approval of FirstComm telephone service contract in the amount of \$1304.13/month plus one-time charges of \$250.00
- d. Resolution 2019-02 Authorizing 2019 Public Library Non-Resident Card Participation and Fees

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.

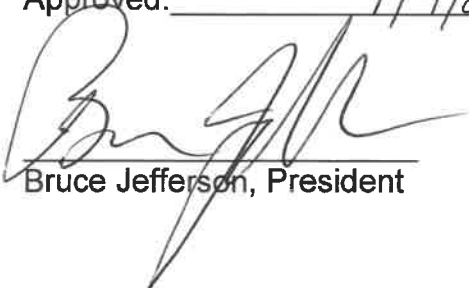
15. Correspondence

None.

16. Adjournment

President Jefferson adjourned the meeting at 8:18 p.m.

Approved: _____ 11/9/2019 _____


Bruce Jefferson, President


Jeffery Westhoff, Secretary