



**Board of Library Trustees Regular Meeting**  
Meeting Room 1, Main Library  
700 N. North Court, Palatine, IL  
January 9, 2019, 7:00 p.m.

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*Closed session for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee in compliance with 5 ILCS 120/2 (C)(1)*

**Closed Session Minutes**

**1. Call to order of closed session**

The closed session of the Board of Library Trustees Special Meeting was called to order by President Jefferson at 8:38 p.m. on January 9, 2019, and was audiorecorded in its entirety. The closed session was for the purpose of discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee in compliance with 5 ILCS 120/2 (C)(1).

**2. Roll call**

Upon roll call, Trustees Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff were physically present.

**3. Introduction of visitors**

Executive Director Jeannie Dilger was also present.

**4. Executive Director Evaluation**

Trustees discussed the results of the Board's evaluation with Executive Director Dilger. Overall, Trustees were very happy with her performance in the year since her appointment.

Trustees did raise concerns over the resignations or retirements of Finance Manager Regina Stapleton, Assistant Director Maureen Galvan and Administrative Coordinator Debbie Petterson, who all worked closely with the Executive Director. Dilger shared with Trustees the exit interviews of Galvan and Petterson (due to an oversight, Stapleton did not have an exit interview). Dilger and the Board agreed none of these staffers left because of her.

Dilger also discussed a personnel issue brought to the Board's attention in a letter from Library patron Pamela Olander. Olander also spoke about the matter at the December 12, 2018, Board meeting. Dilger said that one circulation staff

member had a personality conflict with another. The staff member mentioned in Olander's letter was scheduled to meet with Dilger and Assistant Director Melissa Gardner to discuss the situation, but the staff member resigned the day before.

Dilger also told Trustees about an incident in which someone sent an email from a fraudulent account in December claiming to be Dilger asking that her salary be diverted to a different bank account. Because this occurred on a day Dilger was traveling and could not be reached easily, the emailer's request was honored. The theft was reported to the Palatine police and the Library's insurance company. Dilger said the incident could cost the Library \$5,000. The staff member who approved the transfer, and who believed the email was genuine, was disciplined.

#### **5. Amendment to Executive Director's Job Description**

The Board and Executive Director Dilger discussed Trustee Boland's proposal to amend the following to the Executive Director's job description: "Demonstrates cultural competence across class, geography, race, ethnicity, and gender; incorporates cultural competence in the hiring practices of the Library."

#### **6. Executive Director Salary Increase**

After Executive Dilger left the room, the Board discussed increasing her salary. Trustees came to an informal consensus to give her a 3.5 percent raise. Dilger returned and said she was satisfied with the increase.

#### **7. Reconvene to regular session**

President Jefferson reconvened the meeting to regular session at 10:00 p.m.

Prepared by Jeffrey Westhoff \_\_\_\_\_

Approved on August 20, 2019

Jaay Boland  
Trustee

Hal [Signature]  
Trustee