



## **Minutes**

### **1. Call to order**

President Jefferson called the meeting to order at 7:05 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, and Vanderhoek 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. Friends of the Palatine Library tour**

Friends Treasurer Cipar gave a tour of the Friends space.

### **5. Introduction of visitors**

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, HR Manager Mary Schaeffer, Technology Assistant Manager Mike Szwed, Technology Support Specialist Ken Fritz, Popular Materials Manager Kathleen Burns, Friends representative Meg Cipar, League of Women Voters representative Ann Kennedy, Boy Scout Leader Pete Conglis, Susan Conneely, and Boy Scouts from Troop 209 Jack and Ethan Conneely, John Glass, James Yu, Kolter Peterson, Michael Hansen, Logan Bayer, Jack Frain, Swahil Patel, and Nathan Oland.

## 6. Public comment

Scout Leader Pete Conglis from Troop 209 thanked the Board for the opportunity to let the Boy Scouts see what happens behind the scenes at the Library as they work toward their Citizenship in the Community badge.

## 7. Liaison reports

### a. Palatine Public Library District Foundation

Trustee Sherman reported that the Foundation has not met since the last Board meeting. She thanked all who supported the Dine to Donate fundraiser at Granite City on December 13. The event raised approximately \$260.

### b. Teen Advisory Board

None.

## 8. Unfinished Business

### a. Discussion of Referendum Communication

Trustee Jefferson stated that the Library has put out information for the public and will hold the first community forum on January 10, 2019, at the Library. The Library will have many referendum forums and meetings in the next few months.

Executive Director Dilger passed out the current calendar of referendum events and notes for shorter presentations before community organizations. She reported that John Chrastka from EveryLibrary stated that it looks as if the Library is on the right track with its print communication, website, and January community meetings. He recommended that the Library try to be out in the community more in February and March.

Dilger reported that she met with the Northwest Council of PTA Presidents on January 7, 2019, with Trustees Snyder and Westhoff in attendance. She believed it went well and hopes to receive invitations to speak to individual PTAs.

Trustees volunteered to present at remaining community meetings on the calendar.

### b. Schedule of Board Meetings for 2019

The Board discussed a proposal to move Board meetings to the third Tuesday of the month starting in April 2019. A motion to pass a new ordinance will be presented at the February Board meeting.

c. Approval of Trustees to Attend ILA Legislative Meet Up February 18, 2019

Trustee Boland moved, seconded by Trustee Vanderhoek, for approval of six Trustees to attend the Illinois Library Association Legislative Meet Up on February 18, 2019, at a cost of \$30 per person.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

**9. New Business**

a. Approval of Trustees to Attend ILA Trustee Forum Workshop March 16, 2019

Trustee Vanderhoek moved, seconded by Trustee Boland, for approval for Trustees to attend ILA Trustee Forum Workshop on March 16, 2019, at a cost of \$135 per person.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

b. Annual Review of Succession Plan

Executive Director Dilger said the succession plan was updated to reflect changes in staff. After questions from the Board, Dilger said she will ask other libraries of similar size if they have one or two people named for certain posts in their succession plans. The matter was postponed to a future Board meeting, possibly the next long-term planning meeting.

**10. President's Report**

a. Review of Library Board Advocacy Activities

President Jefferson noted that the State of the Village event is coming up on January 30, 2019. He said it is a good opportunity for someone to represent the Library at a public event with other municipal leaders. Trustee Vanderhoek said she plans to attend.

Board members said they will look for opportunities to lobby for libraries within the state's new capital plan at the Legislative Meet Up.

## 11. Director's Report

Prior to the items listed on the agenda, Executive Director Dilger said staff is continuing to interview for the Administrative Associate position.

Dilger discussed some tools used to evaluate circulation statistics. She will work on getting additional digital statistics from eResources.

### a. Report from Advocacy Webinar on Working with the 116<sup>th</sup> Congress

Assistant Director Gardner reported that library funding remains the top priority for the Illinois Library Association. The webinar shared tips on ways to work with your elected officials and ways you can advocate for your library all year round.

## 12. Committee Reports

### a. Committee to Review Contents of Lock Box

Committee Chair Westhoff said the meeting has not been scheduled yet.

### b. Committee to Review Closed Session Minutes

Committee Chair Boland said the Committee to Review Closed Session Minutes will meet January 17, 2019, at 9:00 a.m.

### c. Board Development Committee

#### i. Robert Rules of Order

Trustee Westhoff presented on Robert's Rules of Order. Trustees expressed interest in deciding more matters by voice vote in place of roll-call vote when allowed by state statute. The Board may consider adopting Robert's small board rules, in whole or in part, in the future.

### d. Director Evaluation Committee

Committee Chair Jefferson said the Director Evaluation Committee met on January 3, 2019. Matters discussed in the meeting would be expanded upon during the Closed Session later in the Board meeting.

### e. Finance Committee

Committee Chair Snyder said the next Finance Committee meeting has not been scheduled.

f. Policy Committee

Committee Chair Brauer said the Policy Committee will meet on January 24, 2019, at 9:00 a.m.

**13. 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 December 12, 2019

b. Financial report and approval of warrant 2019-07 in the amount of \$523,100.69

Trustee Brauer 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 carried.

**14. Correspondence**

Bernie's Book Bank sent an email to Trustees with a request for volunteers.

**15. Closed Session for the purpose the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (C)(1)**

Trustee Vanderhoek moved, seconded by Trustee Boland, to go into closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (C)(1).

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

The Board went into executive session at 8:30 p.m. and reconvened to open session at 10:00 p.m.

**16. Open Session – Action on Closed Session Items**

a. Approval of Revised Job Description for Executive Director

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the revised Executive Director job description as amended: "Demonstrates cultural competence across class, geography, race, ethnicity, and gender; incorporates cultural competence in the hiring practices of the Library."

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

b. Approval of Executive Director Salary Adjustment

Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of a salary increase for the Executive Director of 3.5%, effective January 1, 2019.

Roll call vote:

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

Nays: None

Abstain: None

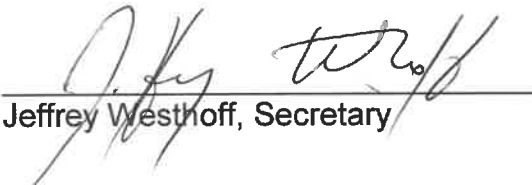
Absent: None. Motion carried.

**17. Adjournment**

President Jefferson adjourned the meeting at 10:01 p.m.

Approved: \_\_\_\_\_ 2/13/19 \_\_\_\_\_

  
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Bruce Jefferson, President

  
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Jeffrey Westhoff, Secretary