



Board of Library Trustees
Committee to Review Contents of Lock Box
Palatine Bank & Trust
110 W. Palatine Road
Palatine, IL 60067
January 26, 2019, 9:00 a.m.

Minutes

1. Call to order

Committee Chair Westhoff called the meeting to order at 9:03 a.m. at Palatine Bank and Trust.

2. Roll call

Upon roll call, Trustees Westhoff and Jefferson were physically present.

3. Introduction of visitors

None.

4. Review of Contents of Library District's Lockbox

The committee examined the contents of the box and verified the accuracy of the printed inventory. Trustee Jefferson said he would ask Executive Director Dilger how long the library had to retain certain records. Committee Chair Westhoff said he would update the inventory and place the new version in the lockbox.

5. Adjournment

Committee Chair Westhoff adjourned the meeting at 9:30 a.m.

Approved: 2/13/2019



Trustee

Prepared by Jeffrey Westhoff



Trustee