



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:00 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 Brauer indicated Consent Agenda 12c had a date error. The correct date is July 1, 2018.

Trustee Boland requested adding Closed Session Committee Report Item D: Approval of Closed Session Minutes.

Trustee Boland moved, seconded by Trustee Snyder, approval of the agenda as amended.

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, Human Resources Manager Mary Schaeffer, Technical Services Manager Kristin Sedivy, Facilities Manager Gregg Szczesny, Popular Materials Assistant Manager Lupe Colin, Technical Support Specialist Ken Fritz, Friends representative Meg Cipar, and Teen Advisory Board representative Keya Patel.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends Treasurer Cipar reported that the February book sale netted \$8,800. She reported almost 200 volunteer hours for January. The Friends Board Meeting was cancelled twice due to the weather and has not been rescheduled yet.

b. Palatine Public Library District Foundation

Trustee Sherman reported that the Foundation made a \$500 donation to the Palatine Public Library Yes Committee. Whole Foods will donate a dime to the Foundation for every reusable bag that shoppers bring in until March 31.

c. Teen Advisory Board

TAB representative Patel reported that at the last TAB meeting the teens made Valentine's Day cards for senior citizens. They also learned about the referendum. At next month's meeting members will celebrate St. Patrick's Day.

7. Unfinished Business

a. Discussion of Referendum Communication

President Jefferson reported that he and Executive Director Dilger held a community forum at the Library on February 11 and there will be another one February 21 at Twin Lakes.

Executive Director Dilger reported that the Board and staff have presented at a number of community events with good feedback. Trustees volunteered to present at some additional community meetings.

There was some discussion regarding one of the presentation slides regarding the use of the term assessed value vs. market value of homes and how to make sure it is presented correctly.

b. Schedule of Board Meetings for 2019

Trustee Vanderhoek moved, seconded by Trustee Snyder, approval of Ordinance 2019-04 Changing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for Calendar Year 2019 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

8. **New Business**

a. Review and approval of policy changes

i. Bylaws

Trustee Brauer moved, seconded by Trustee Vanderhoek, to approve policy changes for the bylaws as amended, effective March 1, 2019. The word "succeeding" was removed and language was changed to "no fewer than four" Board members.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

ii. Policy 1—Policy Development

Trustee Brauer moved, seconded by Trustee Vanderhoek to approve policy changes for Policy 1-Policy Development as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

iii. Appendix 1A—Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities

Trustee Brauer moved, seconded by Trustee Vanderhoek to approve policy changes for Appendix 1A—Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access

to Library Materials, Services, and Facilities as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

iv. Policy 10—Digital Resources

Trustee Brauer moved, seconded by Trustee Vanderhoek, to approve policy changes to Policy 10—Digital Resources as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

v. Appendix 10A—Use of Digital Resources

Trustee Brauer moved, seconded by Trustee Vanderhoek to approve policy changes to Appendix 10A—Use of Digital Resources as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

vi. Appendix 10B-Request to Permit Unfiltered Access

Trustee Brauer moved, seconded by Trustee Snyder to remove Appendix 10B—Request to Permit Unfiltered Access as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.
Absent: None. Motion carried.

b. Integrated Library System update and discussion

Executive Director Dilger shared information including the pros and cons of joining a consortium and asked for the Board to give her feedback about whether this is something Trustees would like staff to consider. Trustees asked staff to continue to investigate and report back at a future meeting.

c. Ratification of Contract: Northwest Community Healthcare

The board discussed the annual lease for the Rand Road Branch.

Trustee Vanderhoek moved, seconded by Trustee Snyder to approve the contract with Northwest Community Healthcare, annual lease for the Rand Road Branch in the amount of \$590 per month for 36 months, for a total of \$21,240.

9. President's report

a. Review of library board advocacy activities

Trustees discussed who would attend upcoming community events including the Hoffman Estates mayor's community update breakfast and Palatine State of the Village meeting.

b. ILA Legislative Meet Up scheduled for February 18, 2019

Four trustees will attend. Three will attend the ILA Trustee Forum Workshop scheduled for March 16, 2019.

c. Nominating Committee

President Jefferson will ask for volunteers for the Nominating Committee at the April Board meeting. New Board members will be sworn in at May meeting.

10. Director's report

a. ComEd Energy Assessment

Facilities Manager Gregg Szczesny presented a facility assessment prepared by ComEd and discussed possible improvements that the Library could do to save money.

b. Strategic Plan action items for 2019

Executive Director Dilger shared information on the process that the Management Team is working on to tackle the action items on the Strategic Plan. This will be constantly changing as members continue to gather information.

11. Committee reports

a. Committee to Review Contents of Lock Box

Committee Chair Westhoff reported that he and Trustee Jefferson inventoried the lock box at Palatine Bank & Trust and everything has been accounted for. Trustee Jefferson said he would like to follow up with Executive Director Dilger to ascertain if some items still needed to be kept.

b. Committee to Review Closed Session Minutes (Boland)

Committee Chair Boland moved, seconded by Trustee Brauer, that the closed session minutes of the August 8, 2018, regular Board meeting be approved as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

Trustees discussed changing the language in the closed session minutes of the November 14, 2018, regular Board meeting.

Trustee Boland moved, seconded by Trustee Vanderhoek, that the closed session minutes of the November 14, 2018, regular Board meeting be approved as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

Secretary Westhoff said he would amend the minutes and bring them to the Library to be signed.

Trustee Boland moved, seconded by Trustee Vanderhoek. that the following sets of approved closed session minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection:

Regular Board Meeting of August 8, 2018
Regular Board Meeting of November 14, 2018

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

c. Board Development Committee

No report.

d. Director Evaluation Committee

No report.

e. Finance Committee

Committee Chair Snyder reported that the next meeting is scheduled for 6:00 p.m. February 19, 2019.

The Dundee TIF has expired. However, there is surplus from the TIF and the Library is owed approximately \$161,000. The village of Palatine would like to pay this out at \$23,000 a year for seven years. The Library would prefer to receive the money all at once. Director Dilger has reached out to the village manager.

f. Policy Committee

Committee Chair Brauer reported that Policy 11 and Appendix 11A will be reviewed at the next meeting at 9:00 a.m. February 28, 2019.

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 January 9, 2019 and Committee to Review Contents of Lock Box Meeting of January 26, 2019

b. Financial report and approval of warrant 2019-08 in the amount of \$551,407.96, as amended.

c. Six-month statement of receipts and expenditures.

Trustee Brauer moved, seconded by Trustee Boland, that the consent agenda be approved as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.


13. Correspondence

Board members received a letter from former state Senator Tom Rooney encouraging all to go to Springfield and be heard.

14. Adjournment

President Jefferson adjourned the meeting at 9:09 p.m.

Approved: _____ *March 13, 2019* _____



Bruce Jefferson, President



~~Jeffrey Westhoff, Secretary~~

Debby Brauer, Secretary pro tem