



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:02 p.m. Trustee Brauer served as Secretary pro tem.

2. Roll call/Trustee requests to attend meeting via electronic means

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

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Vanderhoek approval of the agenda as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland, Westhoff. **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 Support Specialist Ken Fritz, Administrative Associate Terry Versen, Administrative Associate Kay Lattanzi, Lauterbach and Amen representative Jamie Wilkey, League of Women Voters representative Ann Kennedy, 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 approximately 418 volunteer hours for February. Half of those hours were for getting ready for the next sale.

b. Palatine Public Library District Foundation

Trustee Sherman reported that the Foundation met on February 25, 2019. There is a balance of \$3,800 in the bank. They received \$127 from the Amazon Smile program. The Foundation made donations to the Yes committee and to the 1000 Books Before Kindergarten program. Rotary Club of Palatine has awarded the Palatine Public Library District Foundation \$1,000 for the StoryWalk project.

c. Teen Advisory Board

TAB representative Patel reported that at the last TAB meeting the teens wore green in honor of St. Patrick's Day. Next month they will dress up as their favorite fictional character. They discussed a possible service project for next year that may include making dog toys in conjunction with the Winter Reading Program. They have also discussed moving some of the teen programs to the weekend to increase attendance.

7. Unfinished Business

a. Discussion of Referendum Communication

Executive Director Dilger reported that she and President Jefferson attended the Rotary meeting on March 12, 2019. They have been getting some more in-depth questions regarding the referendum.

Dilger reported on meetings Trustees and staff have attended, including the League of Women Voters meeting, Harper College Board meeting, Hoffman Estates Chamber of Commerce meeting, District 15 Board meeting, as well as a Community Forum at Twin Lakes. Meetings coming up include two more Community Forums, a meeting with the bilingual parents' advisory group, as well as any other groups that ask us to attend.

8. New Business

a. Proposal for audit services from Lauterbach and Amen for FY2018-19, FY2019-20, and FY2020-21

Jamie Wilkey, partner from Lauterbach and Amen shared information on her firm and details of the proposal for audit services.

Trustee Vanderhoek moved, seconded by Trustee Snyder, to accept the proposal for audit services from Lauterbach and Amen for FY2018-19, FY2019-20, and FY2020-21, as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland, Westhoff. **Motion carried.**

b. Review and approval of policy changes

Trustee Snyder moved, seconded by Trustee Vanderhoek, to approve changes to Policy 11–Privacy Policy effective April 1, 2019, as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland, Westhoff. **Motion carried.**

Trustee Snyder moved, seconded by Trustee Vanderhoek, to approve removal of Appendix 11A–Officer’s Request for Confidential Information effective April 1, 2019, as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland, Westhoff. **Motion carried.**

c. Acceptance of proposal for heat exchanger repair.

Executive Director Dilger discussed the bids received for heat exchanger repair. She recommended accepting the lowest bid, from Independent Mechanical for \$58,244.

Trustee Snyder moved, seconded by Trustee Vanderhoek, to accept the bid of \$58,244 from Independent Mechanical for the Heat Exchanger Repair project and authorize the amount of \$5,800 to be held as a contingency by the Library.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland, Westhoff. **Motion carried.**

9. **President’s report**

a. Review of library board advocacy activities

President Jefferson reported that staff and some trustees will be marching in the St. Patrick's Day parade on Saturday, March 16, 2019.

Trustees Vanderhoek, Brauer, and Sherman will be attending the ILA Trustee Day on March 16, 2019.

The RAILS Board is seeking nominees for the RAILS Board of Directors. This is a great opportunity to get a better idea of what RAILS can do for our library. Deadline to apply is March 29, 2019.

Trustee Brauer reported that we hosted Senator Gillespie on March 8, 2019. Her office will have a table in our lobby for a couple hours the first Monday of the month. Other local representatives were offered the same opportunity. Executive Director Dilger reported that we hosted Representative Mussman at the North Hoffman Branch on March 4, 2019.

b. Nominating Committee

President Jefferson reported that this committee will be appointed next month.

c. Annual Volunteer Luncheon

The annual volunteer luncheon will be held on Monday, April 22, 2019 at 11:30 a.m. at the Library.

d. Reminder to file Statement of Economic Interest

Reminder that the Statement of Economic Interest will be coming out soon and needs to be filed by May 1, 2019.

10. Director's report

Executive Director Dilger reported that there will be a board game night on April 18, 2019 for the public and also an after-hours family board game night for staff and Board on April 12, 2019 from 6:00–8:30pm.

a. Quarterly Statistics

Executive Director Dilger is continuing to revise the statistics report to be able to show the information in a consistent way every month.

b. Strategic Plan Evaluation

New surveys have been created to get a general baseline of how patrons and community organizations feel we are doing on the strategic plan initiatives. The goal is to survey again at the same time in another year to see how we have improved and where we need to focus.

We will also use our Employee Engagement survey results to get our employee perspectives.

c. ILS Consortium Update

Executive Director Dilger shared information on borrowing statistics including ILL transactions and the number of our patrons that are active at local CCS libraries. There would be a substantial increase in the number of unique titles available to our patrons if we were to join the consortium.

Staff was able to attend a Polaris demo to see the new system. For budgeting purposes, we hope to make a recommendation to the board by May or June.

11. **Committee reports**

a. Committee to Review Closed Session Minutes

Trustee Vanderhoek moved, seconded by Trustee Snyder, that the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no less than 18 months after completion of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection:

Regular Board Meeting of March 8, 2017
Regular Board Meeting of April 12, 2017
Special Board Meeting of April 18, 2017
Regular Board Meeting of May 10, 2017
Special Board Meeting of May 31, 2017
Regular Board Meeting of June 14, 2017

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland, Westhoff. **Motion carried.**

b. Board Development Committee

No report.

c. Director Evaluation Committee

No report.

d. Finance Committee

Committee Chair Snyder reported that the committee met with financial advisors on February 19, 2019. The committee's recommendation at this time is to roll over CDs that have matured to a money market fund, based on higher rates. They will revisit with advisors again in another 3-6 months. The next meeting is scheduled for April 24, 2019.

Village of Palatine is now considering a 2-year payout in lieu of the 7-year payout previously announced for the surplus of the Dundee Road TIF. There will be another meeting in May.

e. Policy Committee

Committee Chair Brauer reported that Policy 8-Public Use of Meeting Rooms was scheduled for review in March but will now be reviewed in June. Trustees are to share any comments regarding this policy before the end of May.

The Policy 9-Human Resources review has been moved to April 10, 2019, at 9:00 a.m. and will likely be continued at the regularly scheduled meeting on April 25, 2019, at 9:00 a.m.

12. Consent agenda

- a. Approval of minutes: Committee to Review Closed Session Minutes of January 17, 2019 and Regular Meeting of February 13, 2019.
- b. Financial report and approval of warrant 2019-09 in the amount of \$517,195.46.

Trustee Vanderhoek moved, seconded by Trustee Snyder, that the consent agenda be approved as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Boland, Westhoff. **Motion carried.**

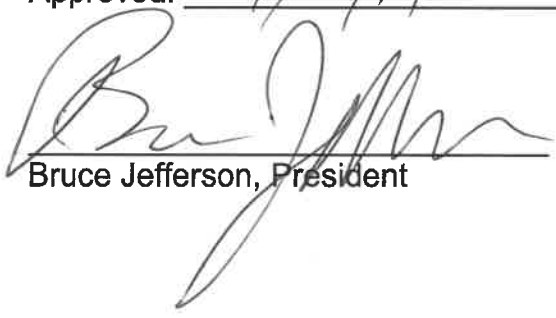
13. Correspondence

None.

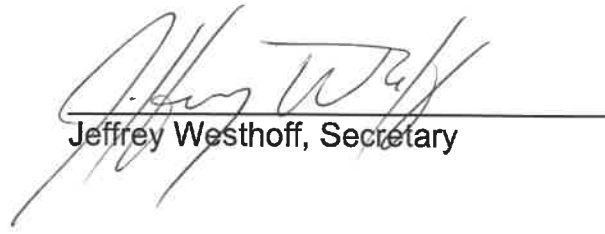
14. Adjournment

President Jefferson adjourned the meeting at 8:07 p.m.

Approved: 4/16/19



Bruce Jefferson, President



Jeffrey Westhoff, Secretary