



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:01 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, Vanderhoek, and Westhoff were physically present.

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Vanderhoek, 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. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Popular Materials Manager Kathy Burns, Technology Manager Susan Conner, Technical Support Specialist Rolando Medrano, Administrative Associate Terry Versen, 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 there were approximately 215 volunteer hours for March. The Friends are preparing for the next sale. Two Friends board members stepped down due to family issues but were replaced by two new members. Cipar forwarded congratulations from the Friends on the passing of the referendum.

b. Palatine Public Library District Foundation

Trustee Sherman reported that the Foundation met on April 15, 2019. The Foundation has a balance of \$2,800 in the bank. The Rotary Club of Palatine has awarded the Foundation a donation of \$500 for the StoryWalk project. The new book for the StoryWalk project is "Mother Bruce" by Ryan T. Higgins. As a thank you for work done on the referendum, an evening event will take place. The next Foundation meeting will be on May 13, 2019, at 6:00 p.m. in the boardroom.

c. Teen Advisory Board

TAB representative Patel reported that at the most recent TAB meeting, members dressed up as their favorite fictional characters. They made cards for library staff and the Board for National Library Week. They also discussed the passage of the referendum. Their last meeting will take place in June 2019.

7. Unfinished Business

a. Discussion of Referendum Communication

President Jefferson complimented the library staff on a great job of communicating information about the referendum. Trustee Boland also was complimentary but stressed that Board members and staff should not become complacent and to keep moving forward.

Executive Director Dilger reported that the library will levy additional funds allowed by the referendum in November 2019, meaning that actual funds will be received partly in March 2020 with the balance received in July 2020.

To thank patrons for voting for the referendum and to show improvements before the additional tax revenue comes through, Dilger said the Library has started several smaller improvement projects such as painting the first-floor study rooms and changing the signage in the garage. Staff hopes to add several databases that have been requested by patrons. Reupholstering some furniture also is being considered. Community meetings to review proposed renovation ideas are being scheduled to begin in late July 2019.

Dilger also mentioned making the boardroom available for patrons to reserve for meetings when not in use by the Board or staff. This would require replacing the tables in the room with lightweight tables for ease of set-up.

The possibility of implementing auto renewals for patrons also was discussed. This likely would reduce income from overdue fines by half, Dilger said.

b. Integrated Library System Cost Comparison

Executive Director Dilger presented a report on ILS cost estimates comparing the current stand-alone Sierra system to migrating to a stand-alone Polaris system or migrating to a Polaris system coupled with joining a consortium. The one-time cost of \$43,339.00 to migrate to a consortium could be offset by a RAILS grant. The advantage to patrons would be access to more materials. The Board recommended proceeding with the consortium process.

8. New Business

a. IT Managed Services Contract

Executive Director Dilger discussed the bids received for the IT managed services contract. She recommended accepting the bid from Current Technologies.

Trustee Brauer moved, seconded by Trustee Vanderhoek, to accept the contract for IT managed services from Current Technologies as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

9. President's report

a. ILA Trustee Workshop Report

Trustees Brauer and Vanderhoek attended the workshop. Trustee Vanderhoek was disappointed with the content. Trustee Brauer remarked that there was no guidance from the presenters. She also commented that the networking was good but was only a small part of the workshop.

b. Review of Library Board Advocacy Activities

Trustee Brauer attended the Simply Snakes program at the Rand Road Branch and thought it was an excellent program.

Trustee Snyder invited everyone to the March for Science event on Saturday, May 4, 2019, in Meeting Room 1 from 9:00 a.m. to 3:00 p.m.

President Jefferson said he will draft a letter to the Village of Palatine requesting that the Library's share of the TIF proceeds be issued in a timely fashion.

c. Appointment of Nominating Committee

President Jefferson appointed Trustee Sherman and himself to serve on the committee.

d. Upcoming Events

i. Annual Volunteer Luncheon: Monday, April 22, 2019

The annual volunteer luncheon will happen Monday, April 22, 2019, at 11:30 a.m. in Meeting Room 1. Trustees Brauer, Sherman, and Westhoff plan to attend.

ii. Cinco de Mayo POC Fundraiser: Thursday, May 2, 2019

The Library will sponsor a table at the Cinco de Mayo POC Fundraiser on Thursday, May 2, 2019 from 5:00 to 8:00 p.m. Trustees Jefferson, Boland, Snyder, and Vanderhoek plan to attend.

iii. Friends of the Library Annual Appreciation Dinner: Wednesday, May 29, 2019

The annual Friends of the Library appreciation dinner will be Wednesday, May 29, 2019, at 6:00 p.m. President Jefferson and Trustee Snyder plan to attend.

iv. LACONI Trustee Banquet: Friday, May 10, 2019

No Trustee will attend the LACONI Trustee Banquet on May 10, 2019, from 6:00 to 9:00 p.m.

e. Reminder to file Statement of Economic Interest

President Jefferson reminded Trustees to file their Statement of Economic Interest with the state by May 1, 2019.

10. Director's report

Executive Director Dilger said the Library will begin a program where volunteers will deliver materials to homebound patrons. This will free up staff time, she said. She also reported that the Library will receive its per capita grant from the state in full this year.

a. Employee Engagement Survey Results

Executive Director Dilger reported on results from the employee engagement survey. There was a 96 percent participation rate by the staff. Results showed the library engagement has improved compared with the 2011 and 2015 surveys. Engagement is particularly up at the branches. Administration will concentrate on areas that show need for improvement including benefits, employee recognition, and technology upgrades.

b. Strategic Plan Update

Executive Director Dilger shared highlights of work being done on the Strategic Plan.

11. Committee reports

a. Board Development Committee

Trustee Boland reported that the next Board Development Committee meeting is scheduled for Tuesday, April 28, 2019, at 7:00 p.m.

b. Director Evaluation Committee

No report.

c. Finance Committee

Committee Chair Snyder reported that the next Finance Committee meeting is scheduled for Wednesday, April 24, 2019, at 4:00 p.m.

d. Policy Committee

Committee Chair Brauer reported that the next Policy Committee meeting will be Thursday, April 25, 2019, at 9:00 a.m. It will be a continuation of the review of Policy 9—Human Resources.

Review of Policy 8 has been moved to the committee's regularly scheduled May 2019 meeting. Brauer asked Trustees to share any comments regarding this policy before the end of April.

Policy 2—Library Cards and Accounts will be reviewed in June 2019.

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 \$576,007.44.

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

13. Closed Session for the purpose of deliberations concerning compensation of specific employees in compliance with 5 ILCS 120/2 (C)(1)

President Jefferson moved, seconded by Trustee Snyder, to go into closed session for the purpose of deliberations concerning compensation of specific employees in compliance with 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 closed session at 8:24 p.m. and reconvened to open session at 8:49 p.m. No action was taken.

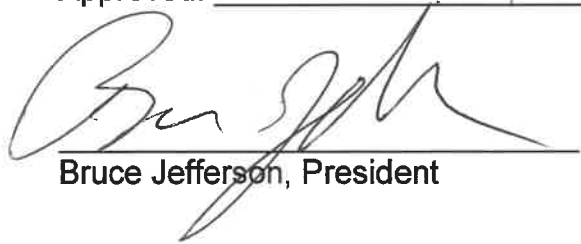
14. Correspondence

The Board acknowledged receiving the cards from TAB members.

15. Adjournment

President Jefferson adjourned the meeting at 8:50 p.m.

Approved: 5/21/19


Bruce Jefferson, President


Jeffrey Westhoff, Secretary