



**Board of Library Trustees
Board Development Committee**
Board Room, Main Library
700 N. North Court, Palatine, IL
April 23, 2019, 7:00pm

Minutes

1. Call to order by Trustee Boland at 7:02pm.

2. Roll call

Upon roll call, Trustees Boland and Sherman were physically present. Trustee Vanderhoek was absent.

3. Introduction of visitors

Also in attendance was Trustee Snyder.

4. Review and discussion of Board of Trustees development progress

The Committee reviewed progress since the board self-evaluation survey of July, 2018.

5. Develop and recommend training sessions to close gaps in identified board competencies

The Committee discussed plans for the next self-evaluation survey and possible debrief on the referendum campaign.

6. Other Business

None

7. Date for next meeting

The next meeting of the Board Development Committee is scheduled for Tuesday, May 21, 2019 at 6:30pm.

8. Adjournment

The meeting was adjourned by Trustee Boland at 7:39pm.

Approved on: 6/18/2019

Jancy Karam
Trustee

Andrea Vanderhoek
Trustee

Prepared by Hal Snyder



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



Minutes

1. Call to order

Committee Chairperson Hal Snyder called the meeting to order at 4:04 p.m.

2. Roll call

Upon roll call, Trustees Hal Snyder, Valerie Sherman, and Andrea Vanderhoek were physically present.

3. Introduction of visitors

Executive Director Jeannie Dilger, Finance Manager Beth Schwarz, Robert Lewis from PMA Securities, Inc., and Andrew Kim from PMA Securities, Inc. were present.

4. Review of Financial Plan and Referendum Planning – Andrew Kim & Bob Lewis, PMA Securities, Inc

The committee received and discussed a presentation by Andrew Kim & Bob Lewis of PMA Securities, Inc. on the Financial Plan and Referendum Planning.

5. Library Investments: review and discussion

Postponed.

6. Other business

None.

7. Date for next meeting

The next meeting date was not set in this meeting.

8. Adjournment



Board of Library Trustees Nominating Committee
Board Room, Main Library
700 N. North Court, Palatine, IL
May 7, 2019
Immediately following Finance Committee meeting

Minutes

1. Call to order

Chairperson Jefferson called the meeting to order at 6:59 p.m.

2. Roll call

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

3. Introduction of visitors

Executive Director Dilger and Trustee Snyder.

4. Discussion of Nomination of Trustees to serve as officers

The Committee discussed the nomination of Trustees to serve as officers. The Nominating Committee agreed that the slate would consist of President: Trustee Vanderhoek, Vice President: Trustee Snyder, Treasurer: Trustee Jefferson, and Secretary: Trustee Boland. The slate will be presented for vote at the June Regular Board meeting.

5. Other Business

The Agenda was amended *instanter* to correct a date typo on the header of the Agenda.

6. Adjournment

Chairperson Jefferson adjourned the meeting at 7:45 p.m.

Approved: 6/18/2019



President



Secretary



Board of Library Trustees Finance Committee
Board Room, Main Library
700 N. North Court, Palatine, IL
April 24, 2019, 4:00 p.m.

Minutes

1. Call to order by Trustee Snyder at 4:02pm.

2. Roll call

Upon roll call, Trustees Snyder and Vanderhoek were physically present. Trustee Sherman was absent.

3. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger and Finance Manager Beth Schwarz.

4. Public Comment

None.

5. Discussion of Library District Working Budget for Fiscal Year 2019-2020

The Committee reviewed the Working Budget for Fiscal Year 2019-2020, including Levy Analysis, Income, and Fund Balances for Audit, Bldg & Maint, IMRF, Social Security, Tort Immunity, Unemployment, and Special Reserve Funds.

6. Other Business

None.

7. Date for Next Meeting

The next meeting of the Finance Committee is scheduled for Tuesday, May 7, 2019 at 6:00pm.

8. Adjournment

The meeting was adjourned by Trustee Snyder at 4:30pm.

Approved on: 6/18/2019

Jacyn Brand
Trustee

Andrew Vanderhoek
Trustee

Prepared by Hal Snyder



Board of Library Trustees Finance Committee
Board Room, Main Library
700 N. North Court, Palatine, IL
May 7, 2019, 6:00pm

Minutes

1. Call to order by Trustee Snyder at 6:01pm.

2. Roll call

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

3. Introduction of visitors

Also in attendance were Elsie Vanderhoek, Executive Director Jeannie Dilger, and Finance Manager Beth Schwarz.

4. Public Comment

None.

5. Discussion of Library District Working Budget for Fiscal Year 2019-2020

The Committee reviewed the Working Budget for Fiscal Year 2019-2020, including Corporate Fund, Salary, and Benefits.

6. Other Business

None.

7. Date for Next Meeting

Date for next meeting was not set.

8. Adjournment

The meeting was adjourned by Trustee Snyder at 6:53pm.

Approved on: 6/18/2019

Jacques Brando
Trustee

Andrea Vanderhoek
Trustee

Prepared by Hal Snyder