



Minutes

1. Call to Order

President Vanderhoek called the meeting to order at 7:02 p.m. Secretary Boland was physically present.

2. Roll call/Trustee Requests to Attend Meeting via Electronic Means

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

3. Approval of Agenda

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

Roll call vote:

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

Nays: None.

Abstain: None.

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

4. Introduction of Visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Human Resources Manager Mary Schaeffer, Popular Materials Manager Kathy Burns, Technology Assistant Manager Michael Szwed, Technical Support Specialist Ken Fritz, Administrative Associate Karla Nora, Accounting Associate Terry Versen, Friends Representative Meg Cipar, Teen Ambassador Samantha Panfil, and Tristan from BSA Troop 182.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Palatine Library

Friends Treasurer Cipar reported approximately 625 hours of volunteer hours for June, split between regular hours and for Book Sale preparation. Total June Book Sales revenue was \$11,967. The next Book Sale is scheduled for October 2019.

b. Palatine Public Library District Foundation

Trustee Sherman reported discussing plans for the Summer and Fall, the next Giving Tuesday, and future projects to fund. The topic of the role of the Foundation and its focus for donations was also discussed. There is a balance of \$4,734.10 in the bank. The next meeting is July 31 at 6:00 p.m.

c. RAILS/ILA

Trustee Brauer mentioned upcoming RAILS Trustee Training Sessions on August 10 and October 19 for and new or current trustees. These will be led by Nancy Sylvester, a nationally recognized parliamentarian, on board essentials and parliamentary procedures.

7. Unfinished Business

a. Board Expectations

Trustee Vanderhoek discussed the importance of the Board being prepared for meetings, being communicative on the needs of the Board, and responding in a timely fashion. Trustee Vanderhoek also recommended reading an article furnished by Executive Director Dilger pertaining to the role of the Trustee.

8. New Business

a. Policy Review and Approval

i. Policy 2 – Library Cards and Accounts

Trustee Brauer moved, seconded by Trustee Snyder, for approval of policy changes for Policy 2-Library Cards and Accounts as amended effective August 1, 2019.

Roll call vote:

Ayes: Boland, Brauer, Sherman, Snyder and Vanderhoek

Nays: None.

Abstain: None.

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

ii. Appendix 2A – Certain Rules and Restrictions on the Use of Services and Facilities

Trustee Brauer reported the Board Room will now be available for patrons to reserve.

Trustee Brauer moved, second by Trustee Snyder, for approval of policy changes for Appendix 2A—Certain Rules and Restrictions on the use of Services and Facilities as presented effective August 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

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

iii. Appendix 2B—Schedule of Fines and Fees

Trustee Brauer moved, second by Trustee Snyder, for approval of policy changes for Appendix 2B—Schedule of Fines and Fees as presented effective August 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

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

iv. Appendix 2C—Schedule of Loan Periods

Trustee Brauer reported the changes to the current renewal policy regarding longer loan and renewal periods.

Trustee Brauer moved, second by Trustee Snyder, for approval of policy changes for Appendix 2C—Schedule of Loan Periods as presented, effective August 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

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

b. Potential Trustee Opening

The Board discussed the appropriate steps of appointing a new Trustee in the event of a Trustee opening. Trustee Vanderhoek recommended that the Board Development Committee draft a proposal of the appointment process to be presented at the next Board Development Committee Meeting.

9. President's Report

a. Review of Library Board Advocacy Activities

President Vanderhoek reported that the library participated in the Palatine Jaycees Hometown Fest parade and won Best Musical entry. Thanks to all who participated, including staff, teen volunteers, and community members.

Trustee Sherman reported that she recently visited the Vancouver Public Library and the Greater Victoria Public Library as well as another StoryWalk at Palos Hills Park District.

Trustee Snyder participated in Lights for Liberty, a non-partisan event in Arlington Heights supporting humane treatment of immigrants in detention camps along the nation's southern border.

Reminder that all are invited to attend Palatine's Community Bike Ride on Saturday, July 20 at 9:00 a.m. as well as the Palatine Area Chamber of Commerce Golf Outing on August 16 at Palatine Hills golf course. Ten percent of golf registrations from the Library will be donated back to the Library.

b. Set Date for Budget & Appropriations Hearing

President Vanderhoek set the Budget & Appropriations hearing for September 17 at 7:00 p.m. immediately preceding the Board meeting that will be held at the North Hoffman Branch.

c. Interior Design Feedback Sessions

There are five Interior Design Feedback Sessions scheduled this month where patrons can give their feedback on the interior remodeling plans. There will be additional opportunities to give feedback for those not able to attend these dates. Executive Director Dilger will be glad to sit down with anyone who would like to share their feedback.

10. Director's Report

Executive Director Dilger introduced Karla Nora, who has been hired as the Administrative Associate.

We are looking for volunteers to help out at the Palatine Street Fest on August 24 and 25. The library will sponsor a village provided game.

The Illinois Library Association Conference is in Tinley Park October 22 – 24. Trustees should let Executive Director Dilger know if they are interested in attending.

Executive Director Dilger thanked the Communications and Facilities staffs for an outstanding job on painting the parking garage.

We are starting to get more requests for our proctoring and notary public services.

Next month staff will share the Bilingual Community Report results.

a. Report on American Library Association Conference

Executive Director Dilger attended the American Library Association Conference in Washington D.C. June 21-25. Her conference report is was shared with trustees.

11. Committee Reports

a. Committee to Review Open and Closed Session Minutes

The Committee to Review Open and Closed Session Minutes will meet on Friday, July 26 at 9:00 a.m.

b. Board Development Committee

The Board Development Committee will schedule the next meeting shortly.

c. Building Renovation Committee

The Building Renovation Committee will have more information at the August Board meeting. There is Library Journal Design Institute Conference October 10-11 in Austin, TX. Any Trustees interested in attending should let Executive Director Dilger know.

d. Director's Review Committee

None.

e. Finance Committee

None.

f. Policy Committee

The next Policy Committee meeting will be July 25 at 9:00 a.m. to discuss Policy 3. The committee will discuss Policy 5 on August 22. The Finance Committee can submit any comments to Trustee Brauer or Executive Director Dilger beforehand.

12. Consent agenda

- a. Approval of minutes: Finance Committee meeting of November 29, 2018, regular meeting of May 21, 2019, and Policy Committee meeting of June 27, 2019.
- b. Financial report and approval of warrant 2020-01 in the amount of \$401,884.31.

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

Roll call vote:

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

Nays: None.

Abstain: None.

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

13. Correspondence

There have been a few comments from patrons who would like to opt out of the auto renew system, but this is not an option. Most feel better once more details of the system are explained.

Executive Director Dilger was interviewed for an article in the July 18 edition of the Palatine Journal & Topics on our Interior Design Feedback sessions.

14. Adjournment

President Vanderhoek adjourned the meeting at 7:52 p.m.

Approved: 8-20-19



Andrea Vanderhoek, President



Tracy Boland, Secretary