



Minutes

1. Call to Order

President Vanderhoek called the meeting to order at 7:01 p.m. Secretary Boland was physically present.

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

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

Trustee Jefferson moved, seconded by Trustee Snyder, that Trustee Sherman be permitted to attend the August 20, 2019, regular meeting of the Palatine Public Library District Board of Library Trustees by means of audio conference. Trustee Sherman joined by phone.

Roll call vote:

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

Nays: None.

Abstain: Sherman.

Absent: None. **Motion carried**

3. Approval of Agenda

Trustee Snyder moved, seconded by Trustee Brauer, 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, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Popular Materials Manager Kathy Burns, Technology Assistant Manager Michael Szwed, Technical Support Specialist Rolando Medrano, Administrative Associate Karla

Nora, Popular Materials Assistant Manager Lupe Colin, Communications/Marketing Coordinator Kiel Cross, Library Associate Xiang Li, Shelver Emilie Cheng, Friends Representative Meg Cipar, League of Women Voters Representative Ann Kennedy, and Palatine resident Peggy Simpson.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Palatine Library

Friends Treasurer Cipar reported that they are getting ready for the October Book Sale and received 220 banker boxes of book donations from one donor. They are starting to get ready for the holiday sale in November. She thanked the Director for making dock space available for sorting. They received \$390 from recycled book sales last quarter.

b. Palatine Public Library District Foundation

Trustee Sherman reported that they are focusing on what the direction of the Foundation should be, such as fostering relationships with corporations, donations, mission statement, and website. There is a balance of \$4,734.07 in the bank. The next meeting is August 28 at 6:00 p.m.

c. RAILS/ILA

Trustee Brauer reported that "Libraries and the 2020 Census" recording is now available on the RAILS website.

7. Unfinished Business

a. Trustee Vacancy

Trustee Boland reported that the Board Development Committee met August 2 to discuss procedures for announcing the trustee vacancy. The vacancy announcement was sent to the media and printed on posters in Spanish, Tagalog, and Polish languages. The Board was advised to post the posters in the community to attract candidates from members not currently represented on the Board. Applications are due August 30 and a Special Meeting will be held September 11 at 7 p.m. to interview applicants.

b. Interior Design Feedback

Executive Director Dilger discussed the feedback received from the Interior Design Feedback sessions held at all of the library branches. Trustee Snyder asked how and when the list will be prioritized with actionable items.

8. New Business

a. CCS Consortium Migration Schedule

Executive Director Dilger shared some factors staff is considering before deciding the schedule for the CCS consortium migration such as other projects or programs going on at the same time. She is still negotiating the cost of extending the current catalog software license on a month-by-month basis.

b. Renovation Draft Schedule

Executive Director Dilger shared three possible renovation schedules from Engberg Anderson and discussed the concerns with having the renovation so close to the CCS consortium migration. The Board shared their thoughts on the proposed schedule and stated that the staff will know best what the impact will be.

c. Policy Review and Approval

i. Policy 3—Library Operations

Trustee Brauer moved, seconded by Trustee Jefferson, for approval of policy changes for Policy 3—Library Operations as presented, effective September 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

ii. Appendices 3A, 3B, and 3C

Trustee Brauer moved, second by Trustee Jefferson, for approval of policy changes for Appendix 3A—Hours of Operation, Appendix 3B—ALA Code of Ethics, and Appendix 3C—ALA Library Bill of Rights as presented, effective September 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

d. Approval of certification of the Illinois Public Library Annual Report (IPLAR) to the State Library.

Executive Director Dilger presented data from IPLAR and compared findings and trends from local libraries.

Trustee Snyder moved, seconded by Trustee Brauer, that the Illinois Public Library Annual Report be approved and submitted to the State Library as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

e. Action on closed session minutes and verbatim recordings

Trustee Boland moved, seconded by Trustee Snyder, that the minutes of the following closed meetings of the Board of Library Trustees be approved as presented:

Regular Board Meeting of August 8, 2018

Regular Board Meeting of April 16, 2019

Regular Board Meeting of January 9, 2019

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

Trustee Boland moved, seconded by Trustee Brauer, 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 April 16, 2019

Regular Board Meeting of January 9, 2019

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

Trustee Boland 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
Regular Board Meeting of April 18, 2017
Regular Board Meeting of May 10, 2017
Regular Board Meeting of May 31, 2017
Regular Board Meeting of June 14, 2017
Regular Board Meeting of October 4, 2017
Regular Board Meeting of October 24, 2017
Regular Board Meeting of November 2, 2017
Regular Board Meeting of November 8, 2017
Regular Board Meeting of November 20, 2017
Regular Board Meeting of December 13, 2017
Regular Board Meeting of January 10, 2018
Regular Board Meeting of February 14, 2018

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

- f. Approval of trustee attendance at ILA Conference Trustee Day, in Tinley Park, on Thursday, October 24, 2019, in the amount of \$175 per person.

Trustee Snyder moved, seconded by Trustee Boland, for approval of Trustees Westhoff and Jefferson to attend the ILA Conference Trustee Day, in Tinley Park on Thursday October 24, 2019, in the amount of \$175 per person.

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. Review of Library Board Advocacy Activities

Trustee Weshoff participated in the Community Bike Ride. Trustee Boland and Human Resources Manager Mary Schaeffer attended the cultural competency training at Harper College. Some trustees will be volunteering at the Palatine Street Fest on August 24-25.

10. **Director's Report**

The Director shared a few positive patron comments regarding the extension of the Popular Picks checkout time, auto renewals, Board room availability, and bilingual storytime at Fast Laundry.

A traveling art display focusing on refugee stories will kick off with a program on March 4, at 6:00pm.

a. Bilingual Committee report

Executive Director Dilger introduced library staff Guadalupe Colin, Kiel Cross, and Xiang Li who presented the results of Bilingual Report. This report included information on our community's demographics, languages, organizations, and personnel.

b. Illinois Public Library Per Capita Grant requirements

Executive Director Dilger discussed trustee requirements for the 2020 Per Capita Grant which is now due in January. Trustees will review Chapter 11 and Appendices which you will see next month.

11. **Committee Reports**

a. Committee to Review Open and Closed Session Minutes

The Committee met in July and August and plans to update the procedures for reviewing open and closed minutes. No meeting is scheduled.

b. Board Development Committee

The next Board Development Committee is September 6 at 9:00 a.m.

c. Building Renovation Committee

Trustees Westhoff and Vanderhoek will attend the Library Journal Design Institute Conference October 10-11 in Austin, TX. Members plan to visit other libraries that have been renovated. The next Building Renovation meeting is September 5 at 3:30 p.m.

d. Director's Review Committee

Trustee Boland volunteered to be the new chairperson of Director's Review Committee due to Trustee Sherman's resignation.

e. Finance Committee

The next Finance Committee meeting is September 11 at 6:00 p.m.

f. Policy Committee

The next Policy Committee meeting will be August 22 at 9:00 a.m. to discuss Policy 5. Beginning in September, the committee will meet on the first Thursday of the month.

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 revoked from the consent agenda for separate consideration.

a. Approval of minutes: Director Evaluation Committee meeting of November 26, 2018, Director Evaluation Committee meeting of January 3, 2019, regular meeting of June 18, 2019, regular meeting of July 16, 2019, Policy Committee meeting of July 25, 2019, and Committee to Review Open and Closed Session Minutes meeting of July 26, 2019 and August 7, 2019

b. Financial report and approval of Warrant 2020-02 in the amount of \$518,453.50

c. Receipt of semiannual Statement of Receipts and Expenditures (in compliance with 50 ILCS 305/1)

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

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek and Westoff
Nays: None.

Abstain: None.
Absent: None. **Motion carried**

13. Correspondence

Senator Ann Gillespie sent a thank you note for letting her use the library for meeting with her constituents.

The Village of Hoffman Estates proclaimed August 8, 2019 as National Book Lover's Day.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:42 p.m.

Approved: 9-17-19



Andrea Vanderhoek, President



Tracy Boland, Secretary