



**Board of Library Trustees Public Hearing  
Budget and Appropriations Ordinance**

Willow Recreation Center  
3600 Lexington Drive, Hoffman Estates, IL  
September 17, 2019, 7:00 pm

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Agenda

1. Open the public hearing
2. Roll call/Trustee requests to attend meeting via electronic means
3. Announcement of rules of procedure for public hearings (Vanderhoek)
4. Report on the proposed Budget and Appropriations Ordinance 2020-01 (Jefferson)
5. Public comment on proposed Budget and Appropriations Ordinance 2020-01
6. Close of the public hearing



**Board of Library Trustees Regular Meeting**

Willow Recreation Center  
3600 Lexington Drive, Hoffman Estates, IL  
Immediately following the public hearing

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Agenda

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
  - a. Friends of the Palatine Library (Friends Treasurer Cipar or designee)
  - b. Palatine Public Library District Foundation (Jefferson)
  - c. RAILS/ILA (Brauer)

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.

## 7. Unfinished business

- a. Trustee vacancy (Boland)
  - i. Review of candidates
  - ii. Closed session for the purpose of selection of a person to fill a vacancy in the public office of Trustee in compliance with 5 ILCS 120/2 (c)(3)
  - iii. Appointment to fill vacancy

## 8. New business

- a. Discussion and adoption of Budget and Appropriations Ordinance 2020-01 (Jefferson)
- b. Authorization of transfer of \$350,000 from corporate fund to special reserve fund (Jefferson)
- c. Policy review and approval (Brauer)
  - i. Policy 4-Library Administration
  - ii. Appendix 4A-Role of the Board
  - iii. Appendix 4B-Role of the Trustee
  - iv. Appendix 4C-Public Library Trustee Ethics Statement
  - v. Appendix 4D-Role of the Executive Director
  - vi. Policy 5-Financial Management
- d. Cooperative Computer Services (CCS) intergovernmental agreement and bylaws (Snyder)
- e. Letter to Macmillan Publishing regarding eBook embargo (Brauer)
- f. Approval of trustee attendance at Library Journal Design Institute in Austin, TX on Friday, October 11, 2019, in the amount of \$540 per person (Westhoff)

## 9. President's report (Vanderhoek)

- a. Review of library board advocacy activities
  - i. Fire Department Open House, October 5
  - ii. Park District Fall Fest, October 12, 11am-4pm
  - iii. Trunk or Treat, October 25
- b. Set date for public hearing on tax levy

## 10. Director's report

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- a. Summer Reading Program wrap-up report (PMD Manager Burns)
  - b. Employee engagement survey summary
  - c. Review of chapters 11-14 and appendices from Trustee Facts File for Per Capita Grant
11. Committee reports
- a. Board Development Committee (Boland, Snyder)
  - b. Building Renovation Committee (Vanderhoek, Brauer, Westhoff)
  - c. Director's Review Committee (Boland, Vanderhoek)
  - d. Finance Committee (Jefferson, Vanderhoek)
  - e. Policy Committee (Brauer, Westhoff)
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 removed from the consent agenda for separate consideration.
- a. Approval of minutes: Committee to Review Closed and Open Session meeting of August 17, regular meeting of August 20, 2019, Policy Committee meeting of August 22, 2019 and September 5, 2019, and Building Renovation Committee meeting of September 5, 2019
  - b. Financial report and approval of Warrant 2020-03 in the amount of \$560,958.79.
  - c. Correspondence
13. Adjournment

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