



Board of Library Trustees Regular Meeting
Board Room, Main Library
Willow Recreation Center
3600 Lexington Dr., Hoffman Estates, IL
Immediately Following the Public Hearing

Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:11 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.

3. Approval of agenda

Trustee Westhoff moved, seconded by Trustee Brauer, approval of the agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, 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, Popular Materials Manager Kathy Burns, Finance Manager Beth Schwarz, Human Resource Manager Mary Schaeffer, Technology Assistant Manager Michael Szwed, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Library Associate Kaitlin Mathers, Friends representative Meg Cipar, and League of Women Voters of Palatine Area representative Ann Kennedy.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported 280 volunteer hours for the month of August. They are preparing for their upcoming Book Sale on October 18-20 and the Holiday Sale on November 22-24.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on August 28 and discussed upcoming fundraising activities, including a Dine & Share at Panera on December 14 and a Giving Tuesday event. He thanked the Friends for a \$500 contribution for the StoryWalk. There is a balance of \$4,704.10 in the bank account. The next meeting is September 23.

c. RAILS

No report.

7. Unfinished business

a. Trustee vacancy

Trustee Boland reported that Board members interviewed a number of applicants and hope to make an appointment at the October Board meeting.

8. New Business

a. Discussion and adoption of Budget and Appropriations Ordinance 2020-01

Trustee Jefferson moved, seconded by Trustee Westhoff, that Ordinance 2020-01, an Ordinance providing for Budget and Appropriations of the Palatine Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2019, and ending June 30, 2020, be adopted as amended.

Board members discussed the appropriations versus estimated revenues. It was discovered that there was a discrepancy on numbers.

Trustee Snyder moved, seconded by Trustee Brauer, to table the motion regarding Ordinance 2020-01 for later in the meeting.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Authorization of transfer of \$350,000 from corporate fund to special reserve fund

Executive Director Dilger reported that the auditors determined the Library has an excess of \$520,722 in the corporate fund. Given this excess, the Finance Committee recommended transferring \$500,000 from the corporate fund to the special reserve fund.

Trustee Jefferson moved, seconded by Trustee Snyder, approval of the transfer of \$500,000 from corporate fund to special reserve fund as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

c. Policy review and approval

i. Policy 4-Library Administration

Trustee Brauer provided an overview of the changes to Policy 4, its appendices, and Policy 5. The Board discussed the change from numbered lists to bullet point lists.

Trustee Snyder moved, seconded by Trustee Boland, to not change numbered items to bullet lists unless quoting a bullet list in the present proposed changes.

The Policy Committee stated they had consulted the *Chicago Manual of Style* and the changes were made for consistency. Trustee Snyder withdrew his motion.

Trustee Vandherhoek moved to table policy review and approval of Policy 4, its Appendices A,B,C, and D, and Policy 5 for the October Board meeting in order that they be modified for style.

It was determined that the voting on the policy content changes be made now and the bullet points and numbers be reviewed at the next Policy Committee meeting. Trustee Vanderhoek withdrew her motion.

Trustee Snyder moved, seconded by Trustee Westhoff, approval of Policy 4—Library Management as presented effective October 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

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

Trustee Boland moved, seconded by Trustee Snyder, approval of Appendix 4A—Role of Board, 4B—Role of the Trustee, 4C—Public Library Trustee Ethics Statement, and 4D—Role of the Executive Director as presented, effective October 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion passed**

vi. Policy 5-Financial Management

Trustee Snyder moved, seconded by Trustee Boland, approval of Policy 5: Financial Management as presented, effective October 1, 2019.

It was discussed why a member of the Palatine Public Library Foundation Board could not have naming rights, and it was recommended to take the Library Foundation Board out of this section. Trustee Snyder withdrew his motion.

Trustee Jefferson moved, seconded by Trustee Snyder, approval of Policy 5- Financial Management as amended, effective October 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Discussion and adoption of Budget and Appropriations Ordinance 2020-01

Executive Director Dilger clarified that the \$10,904,900 total in the summary on page 8 is the correct number being appropriated, and this number should have been cited in Section 2. Trustee Jefferson withdrew his previous motion.

Trustee Jefferson moved, seconded by Trustee Westhoff, that Ordinance 2020-01, an Ordinance providing for Budget and Appropriations of the Palatine Public Library District, Cook County, Illinois, for the Fiscal Year beginning July 1, 2019, and ending June 30, 2020, be adopted as amended with corrections.

Roll call vote:

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

Nays: None

Abstain: None.

Absent: None. **Motion carried**

d. Cooperative Computer Services (CCS) intergovernmental agreement and bylaws.

Trustee Snyder moved, seconded by Trustee Brauer, approval of the Cooperative Computer Services intergovernmental agreement as presented.

Roll call vote:

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

Nays: None

Abstain: None.

Absent: None. **Motion carried.**

e. Letter to Macmillan Publishing regarding eBook embargo

Trustee Boland moved, seconded by Trustee Westhoff, approval of the Letter to Macmillan Publishing regarding eBook embargo as presented.

Voice vote:

Ayes: All ayes.

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

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.

Trustee Boland moved, seconded by Trustee Brauer, approval of Trustee attendance at Library Journal Design Institute in Austin, TX, on Friday, October 11, 2019, in the amount of \$540 per person.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.
Absent: None. **Motion carried**

9. **President's report**

a. Review of Library Board Advocacy Activities

Trustee Snyder reported that he participated in the Palatine Street Fest, Palatine Park District Sponsor Appreciation Dinner, Hoffman Estates legislative lunch, and Palatine Farmer's Market. Trustee Brauer attended the Senior Fair. There will be a Palatine Area Chamber of Commerce Community Forum meeting at village hall on September 18.

i. Fire Department Open House, October 5

Executive Director Dilger reported the Library has enough volunteers for this event.

ii. Park District Fall Fest, October 12, 11am-4pm

The Library needs volunteers for two shifts for this event. Trustee Westhoff volunteered.

iii. Trunk or Treat, October 25

Trustee Boland may be able to volunteer for this event.

b. Set date for public hearing on tax levy

President Vanderhoek set Tuesday, November 19, at 7:00 p.m. for the public hearing on the tax levy, prior to the regular Board meeting.

10. **Director's report**

Executive Director Dilger reported that Cook County Board President Toni Preckwinkle issued a Resolution "Honoring Cook County Librarians for Going Beyond the Book for Community Building."

The Illinois State Library has released their Live and Learn Construction Grants for this fiscal year. The applications are due in January and the Library is on time to submit for this competitive grant.

Circulation is up 25%, which some could be due to auto renewals, and door count is up 6%.

a. Summer Reading Program wrap-up report

Popular Materials Department Manager Kathy Burns reported that the 2019 Summer Reading Program was again highly successful. She thanked the Friends for their generous contribution. Kaitlin Mathers reviewed the statistics. There were 5,835 participants, which is slightly less than 2018 but still higher than 2017. The Library continues to see an increase in the household participation.

b. Employee Engagement Survey

Administration classified and summarized the results of the employee engagement survey. Priorities include workload, patron code of conduct, and pay and benefits. Some accomplishments have included a new phone system, personal computers, and department open houses.

c. Review of Chapters 11-14 and appendices from Trustee Facts File for Per Capita Grant.

Trustees will review assigned chapters from the Trustee Facts File and will report back on it at the next Board meeting.

11. Committee reports

a. Board Development Committee

Committee Chair Boland reported that the committee has completed the interviewing process for the Trustee vacancy and has no further meetings scheduled.

b. Building Renovation Committee

Committee Chair Vandherhoek reported that the committee met on September 5 and discussed the patron feedback, including comments on the location of adult fiction. The architect is revising the plans to see what that would look like. The committee has set up tours of the Ela, Elmhurst and Indian Trails libraries. The next meeting will be October 3, at 3:30 p.m.

c. Director's Review Committee

Trustee Boland reported that no meeting has been scheduled yet.

d. Finance Committee

Committee Chair Jefferson reported that the committee met on September 11 and discussed the audit, Budget and Appropriations Ordinance, and investments. The next meeting is November 11 at 9:00 a.m.

e. Policy Committee

Committee Chair Brauer reported that the next meeting is October 3 and they will address Policy 7 and its Appendices and bullet points vs. numbering.

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, 2019, regular meeting of August 20, 2019, Policy Committee meetings 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.

Trustee Snyder moved, seconded by Trustee Brauer, approval of the consent agenda as presented

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

13. Correspondence

The Board received a letter from a patron about attending a book club meeting and the fees associated with it.

The Board received a letter from Realtors Against Homelessness seeking donations for their November 7 event and an invitation to the event.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:30 p.m.

Approved: 10/15/19


Andrea Vanderhoek, President


Tracy Boland, Secretary

