



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:00 p.m. Secretary Boland was physically present.

2. Roll call/Trustee requests to attend meeting via electronic means

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

3. Trustee vacancy

a. Appointment of new trustee to fill vacancy

Trustee Snyder moved, seconded by Trustee Brauer, to appoint Preet Singh as the new Trustee to fill the vacancy on the Palatine Public Library District Board of Trustees.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried.**

b. Swearing in of new trustee

Trustee Boland administered the oath of office to Trustee Preet Singh.

4. Approval of agenda

Trustee Snyder moved to approve the agenda, as amended, with Warrant 2020-04 adjusted to include a check to the Illinois Department of Revenue for sales taxes of \$1,097.00 covering three quarters in 2019 and the new Warrant 2020-04 total amount as \$597,352.37.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried.**

5. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Popular Materials Manager Kathy Burns, Information Services Manager Brian Herner, Human Resources Manager Mary Schaeffer, Technology Assistant Manager Michael Szwed, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Shelver Emilie Cheng, Friends representative Meg Cipar, Teen Advisory Board representative Pranav Bottu, Lauterbach & Amen representative Jamie Wilkey, Meetu Singh, Thakar Basati, and Surinderpal Kalra.

6. Public comment

Thakar Basati thanked the Board for appointing Preet Singh to the Palatine Board of Trustees, the first Sikh to a library board in the Chicago area.

7. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported that the Friends are currently preparing for their October 18-20 book sale. New items will be coming out each day during the weekend. They are also getting ready for their upcoming Holiday Sale in November.

b. Palatine Public Library District Foundation

Executive Director Dilger reported that the Foundation will be having a Giving Tuesday event this year and encourages others to re-post on social media. The Foundation will also be having a Dine & Share at Panera at Deer Park in December.

c. RAILS

Trustee Brauer reported that there was a training session added on November 2, 2019 from 9:30 a.m.-12:30 p.m. at the Schaumburg Township District Library regarding "Keys to Running a Successful Board Meeting." Seats are still available for the October 19, 2019 training at the Bloomington Public Library. Trustee Singh will attend one of the trainings.

d. Teen Advisory Board (TAB)

TAB representative Pranav Bottu reported that TAB had their first meeting

and discussed library renovation and volunteer opportunities, elected new Board members, and received their new t-shirts.

8. Unfinished business

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

The Board discussed Chapters 12-14 and Appendices A - D from the Trustee Facts File. Trustee Westhoff will report on Chapter 11 and Appendices E, F and G at a later date.

9. New business

a. Acceptance of FY 2018-19 Audit

Jamie Wilkey of Lauterbach & Amen reviewed the FY 2018-19 audit. She reported that the Library has a clean audit opinion. An internal control assessment was completed, and no red flags were reported. There was discussion regarding the benefit of having a capital asset policy.

Trustee Brauer moved, seconded by Trustee Snyder, acceptance of the FY2018-19 audit as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried.**

b. Approval of policy changes

i. Policy 7-Collection Management

Trustee Brauer moved, seconded by Trustee Snyder, approval of Policy 7–Collection Management as presented effective November 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried.**

ii. Appendix 7D-ALA Statement on Rating Systems

Trustee Brauer moved, seconded by Trustee Snyder, approval of Appendix 7D—ALA Statement on Rating Systems as presented, effective November 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried.**

10. President's report

a. Review of Library Board Advocacy Activities

Trustee Snyder reported that he talked with State Representative Jonathan Carroll regarding the availability of tabling at the Library. Trustee Westhoff attended the Palatine Fall Festival.

b. Report on trustee attendance at Library Journal Design Institute.

Trustee Vanderhoek and Trustee Westhoff reported on their participation at the Library Journal Design Institute in Austin, TX on October 10-11, 2019.

11. Director's report

Executive Director Dilger provided an update on the strategic plan and reported on the statistics and trends for this fiscal year. The Palatine High School Art Awards are October 17 at 7:00 p.m.

a. LJ Marketer of the Year Award 2019

Executive Director Dilger reported that the Palatine Library was awarded the Library Journal Marketer of the Year Award and congratulated the Library's Communications and Marketing Department.

12. Committee reports

a. Committee to Review Open and Closed Session Minutes

Committee Chair Boland reported that the committee has completed all tasks and will be providing the list of CDs that were destroyed.

b. Board Development Committee

Committee Chair Boland reported that the committee appointed a new Trustee, Preet Singh.

c. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee toured Ela Library, Indian Trails Library, and Elmhurst Library. The committee met with an architect from Engberg Anderson and reviewed six architectural drawings which explore different floor plans and narrowed this down to three drawings. The next meeting is November 7, 2019 at 3:30 p.m.

d. Director's Review Committee

Trustee Boland reported that the committee is scheduling a meeting.

e. Finance Committee

The next meeting is October 28, 2019 at 9:00 a.m.

f. Policy Committee

Committee Chair Brauer reported that the committee reviewed the style guide and will continue to use a consistent policy style. The next meeting is December 5, 2019.

13. **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: Board Development Committee meeting of September 6, 2019, Special Board meeting of September 11, 2019, public hearing of September 17, 2019, regular meeting of September 17, 2019, Building Renovation Committee meeting of September 25, 2019, and Policy Committee meeting of October 3, 2019
- b. Approval of Warrant 2020-04 in the amount of \$597,352.37

Trustee Snyder moved, seconded by Trustee Brauer, approval of the Consent Agenda as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried.**

14. Correspondence

Executive Director Dilger received feedback from a patron addressing the Library's Privacy Policy which prevents parents from seeing what their children ages 14-17 check out on their library card. The policy will be discussed at the next Policy Committee meeting.

15. Adjournment

President Vanderhoek adjourned the meeting at 8:29 p.m.

Approved: 11/19/2019



Andrea Vanderhoek, President



Tracy Boland, Secretary