



Board of Library Trustees Regular Meeting
Board Room, Main Library
700 N. North Court, Palatine, IL
November 19, 2019
Immediately Following the Public Hearing

Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:04 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, Singh, Snyder, Vanderhoek, and Westhoff were physically present.

3. Approval of agenda

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

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, 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, Communications & Marketing Manager Andrea Lublink, Popular Materials Manager Kathy Burns, Human Resources Manager Mary Schaeffer, Technology Assistant Manager Michael Szwed, Graphic Designer Jean Bolliger, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Shelves Emilie Cheng, Friends representative Meg Cipar, Teen Advisory Board representative Pranav Bottu, Alin Steglinski, Pamela Olander, and Maria Nowakowski.

5. Public comment

Alin Steglinski, long time resident of Palatine, expressed his objection to the North side door proposal and was concerned about the impact it would have on the budget.

Maria Nowakowski, long time library patron, expressed a complaint regarding the library staff's handling of a suggested book purchase and a request for an inter-library loan (ILL). She also expressed concern regarding the staff turnover at the Library.

Pamela Olander, long time resident of Palatine, said she was excited about the new improvements at the Library, but expressed her objection to the North side door proposal and its purpose. She is concerned about staff turnover at the Library and encouraged the Board to learn what is going on outside and inside the facility.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported net revenue of \$13,410 at the October Book Sale and thanked all those who attended. The Friends are preparing for the Holiday Book Sale on November 22, 23, and 24, 2019.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on November 4, 2019. They currently have \$5,782 in the bank and \$365 was spent repairing a StoryWalk sign. The Foundation will be having an online Giving Tuesday event on December 3, 2019 and will have a Dine & Share at Panera at Deer Park on December 14, 2019, where 20% will go to the Foundation. The next meeting will be at Panera.

c. RAILS

Trustee Brauer reported that Monica Harris, Executive Director at Schaumburg Public Library, is the new RAILS Associate Director. Trustee Brauer recommended that all Trustees have an L2 account to view and sign up for RAILS trainings and events.

d. Teen Advisory Board (TAB)

TAB representative Pranav Bottu reported that TAB had their third meeting and discussed the STEAM Fair, ideas for new programs and service projects. Executive Director Dilger advised that TAB was very helpful at the STEAM Fair.

7. **Unfinished business**

- a. Approval of Ordinance 2020-02: 2019 property tax levy in the amount of \$8,685,788

Trustee Jefferson moved, seconded by Trustee Snyder, approval of Ordinance 2020-02: an ordinance levying and assessing taxes of Palatine Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

- b. Review of revised schematic designs

Trustee Vanderhoek reported that the Building Renovation Committee met with Library staff and Board and is considering moving all of the adult collections to the 2nd floor. The architects were asked to explore the option of a North side entrance because of the safety issue of crossing the parking lot entrance. The different library floor plans were reviewed. Public comments will be allowed at the next Building Renovation Committee meeting.

- c. Per Capita Grant requirements

- i. Review of Chapter 3: Personnel and Chapter 4 Facilities from Serving our Public 3.0: Standards for Illinois Public Libraries

The Board reviewed Chapter 3 and 4 from the Serving our Public 3.0: Standards for Illinois Public Libraries.

- ii. Report on webinar requirements

Trustees Jefferson, Brauer and Westhoff reported on the topics of their webinars.

8. **New business**

- a. CD Investments

Courtney Soesbe and Beatrice Silva from PMA Financial Network provided an overview of the company and discussed the benefits of a laddered investment approach with CDs. PMA recommended a 12-24 month investment plan to increase interest income going forward.

9. President's report

a. Review of Library Board Advocacy Activities

Trustee Vanderhoek advised the Palatine Chamber of Commerce Key to Success Awards Night is December 13, 2019 at The Grand at Twin Lakes and nominations are due November 21, 2019. Trustee Boland attended the Trunk or Treat event and Trustee Singh attended a Trustee RAILS workshop.

10. Director's report

Executive Director Dilger reported that the STEAM Fair had a great turnout with a total door count of 1,798. She thanked the Library staff, TAB volunteers and exhibitors for providing a fun event.

a. ILA Conference Reports

Library staff gave reports on the sessions they attended at the ILA Conference in October. Executive Director Dilger and Assistant Director Gardner presented "Community Engagement in One Year or Less" at the conference.

b. Library logo refresh

Communications & Marketing Manager Andrea Lublink advised that the current logo is ten years old and due for a refresh. She presented options for an updated logo for the Library that would be rolled out over time as items are reprinted.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

Committee Chair Boland reported that the next meeting will be in January.

b. Board Development Committee

No report.

c. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee met on November 7, 2019, to discuss architect drawings. Trustee Westhoff attended a meeting regarding makerspaces. The next meeting is Thursday, December 5 at 3:30 p.m.

d. Director's Review Committee

Committee Chair Boland reported that the committee met and made minor changes to the evaluation form. Executive Director Dilger has completed it and Trustee Boland will email the evaluation to Trustees for review. The next meeting is on Friday, December 13, 2019.

e. Finance Committee

Committee Chair Jefferson reported that the committee met on October 29, 2019. The committee will set a meeting date for January to look at audit suggestions.

f. Policy Committee

The next Policy Committee meeting is Thursday, December 5, 2019, at 9:00 a.m.

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: Board Development Committee meeting of August 2, 2019, Building Renovation Committee meeting of September 30, 2019, Building Renovation Committee meeting of October 3, 2019, regular meeting of October 15, 2019, and Director Evaluation Committee meeting of November 1, 2019

A. Financial report and approval of Warrant 2020-05 in the amount of \$571,246.69

Trustee Jefferson moved, seconded by Trustee Westhoff, approval of the Consent Agenda as amended.

Roll call vote:

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

13. Closed Session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (C) (2)

Trustee Snyder moved, seconded by Trustee Brauer, to go into closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (C) 2.

Roll call vote:

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

The Board went into closed session at 8:56 p.m. and reconvened at 9:13 p.m. Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were physically present.

14. Vote on items discussed in closed session

Trustee Brauer moved, seconded by Trustee Snyder, to approve the revised salary scheduled as presented.

Roll call vote:

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

15. Correspondence

Trustees Vanderhoek and Westhoff received a postcard from H&M Architects. Trustees received the Palatine Historical Society newsletter. Trustee Westhoff received an email from the furniture company who supplied Harper College Library's new furniture.

16. Adjournment

President Vanderhoek adjourned the meeting at 9:15 p.m.

Approved: 12-17-19


Andrea Vanderhoek, President


Tracy Boland, Secretary

