



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, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were physically present.

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Westhoff, 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, Human Resources Manager Mary Schaeffer, Circulation Manager Rosalie Scarpelli, Popular Materials Manager Kathy Burns, Facilities Manager Gregg Szczesny, Technology Assistant Manager Michael Szwed, Popular Materials Assistant Manager Lupe Colin, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Friends representative Meg Cipar, League of Women Voters representative Ann Kennedy, Alin Steglinski, Renee True, and Emilie Cheng.

5. Public comment

Alin Steglinski, representing patron Pamela Olander, expressed his objection to the Library's proposed new logo.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported there were 480 volunteer hours last month in preparation of the Holiday Book Sale. The Friends are getting ready for the next book sale on February 7, 8 and 9, 2020.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on December 14, 2019, at Panera Bread, which was the site of their Dine & Share. A total of \$870 has been raised to date from the Giving Tuesday event. The Foundation received \$150 from a Facebook birthday fundraiser and an end of year pledge of \$1,400 from a patron. The next meeting will be January 20, 2020 at 6:00 p.m.

c. RAILS

No report.

d. Teen Advisory Board (TAB)

No report.

7. Unfinished business

a. Submission of Per Capita Grant

Trustee Brauer moved, seconded by Trustee Westhoff, that the Illinois State Library Per Capital Grant application be approved and submitted as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

8. New business

a. Schedule of board meetings for 2019

Trustee Singh reviewed the 2020 Board meeting schedule and noted that all meetings will be held at the main library due to technology issues. Trustee Snyder suggested to change the March meeting date as it conflicts with the Illinois Primary Election day. The Board agreed to a March 10, 2020 meeting date.

Trustee Snyder moved, seconded by Trustee Singh, approval of Ordinance 2020-03 Establishing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2020 as amended.

Roll call vote:

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

b. Approval of policy changes

i. Policy 9-22 Policy Against Discrimination and Harassment

Trustee Brauer reported that this policy was reviewed to meet the requirements of Illinois Workplace Transparency Act which was recently passed by legislation and is effective January 1, 2020. Since the revised policy includes Trustees, it must pass as a resolution.

Trustee Snyder moved, seconded by Trustee Brauer, approval of resolution No. 2020-02: A resolution Regarding Sexual Harassment Policy as presented.

Roll call vote:

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

ii. Bylaws

Trustee Brauer moved, seconded by Trustee Snyder, approval of policy changes for Bylaws as presented, effective January 1, 2020.

Roll call vote:

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

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

iii. Appendix 0 Rules of Procedure for Public Meetings and Hearings

Trustee Brauer moved, seconded by Trustee Snyder, approval of policy changes for Appendix 0 Rules of Procedure for Public Meetings and Hearings as presented, effective January 1, 2020.

Roll call vote:

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

c. Approval of contracts for natural gas and electricity

Facilities Manager Gregg Szczesny presented information about past and current natural gas and electricity rates and recommended to lock in at current rates for significant savings.

Trustee Snyder moved, seconded by Trustee Brauer, approval of contracts for natural gas and electricity in the amount of \$54,701.64 for natural gas for three years and \$358,208.70 for electricity for three years as presented.

Roll call vote:

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

9. **President's report**

a. Review of Library Board Advocacy Activities

Trustee Brauer reported that she was at a social engagement with a patron who expressed excitement about the renovation. Trustee Westhoff attended the Palatine Chamber of Commerce Key to Success Awards Night and received positive feedback about the Library from attendees. Trustees Snyder and Singh reported they plan to attend a screening of a documentary "Guru Nanak - The Founder of Sikhism" at Harper College on January 11, 2020. Trustees Vanderhoek and Westhoff attended a town hall meeting at Buehler YMCA regarding renovation projects.

Trustee Vanderhoek recommended that the Board increase advocacy at the Village of Palatine Council meetings where issues are discussed that impact the Library funds and TIFs. Trustee Boland will attend on January 6, 2020, Trustee Synder will attend on January 13, 2020, and Trustee Westhoff will attend on January 20, 2020.

10. Director's report

Executive Director Dilger reported that Library administrative staff attended the Village of Palatine TIF meeting/Joint Review Board and provided an overview of the TIF District information. There was discussion regarding status of the Dundee and Rand Road TIFs.

Executive Director Dilger reported that Library is working with Engberg Anderson on an application for a State Library Live & Learn Construction Grant to receive \$25,000-\$125,000. The requirements and benefits of the grant were reviewed and the Board agreed with submitting the application.

The Hoffman Estates Park District Willow Recreation Center is planning a renovation in March 2021 and discussed the possibility of our branch relocating to the racquetball space to increase our square footage. The Park District is applying for a renovation grant and requested a letter of support from the Library.

Executive Director Dilger reviewed Library employee turnover compared to the Bureau of Labor Statistics and a few other libraries in the area. The Library does offer exit interviews to every employee who leaves and makes every effort to address issues that are brought up.

a. Strategic Plan 2019 year in review

Executive Director Dilger shared the Strategic Plan 2019 year in review.

b. ILA Conference reports

Library staff gave reports on the sessions they attended at the ILA Conference in October

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

No report.

b. Board Development Committee

No report.

c. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee met on December 5, 2019 and made updates to final renovation plans. The committee is soliciting patron and staff feedback online and at the library facilities.

d. Director's Review Committee

The committee is completing the Executive Director's review at the December Board meeting.

e. Finance Committee

Committee Chair Jefferson reported that the next committee meeting will be January 13, 2020 at 9:00 a.m.

f. Policy Committee

The committee met on December 5, 2019 and reviewed Policy 2-4 Youth Library Cards and determined that no policy change was needed, however a procedural change was made for staff. The next Policy Committee meeting is February 6, 2020, 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: Finance Committee meeting of September 11, 2019, Finance Committee meeting of October 29, 2019, Building Renovation Committee meeting of November 7, 2019, public hearing of November 19, 2019, regular meeting of November 19, 2019, and Building Renovation Committee meeting of December 5, 2019

b. Financial report and approval of Warrant 2020-06 in the amount of \$578,267.38

Trustee Boland moved, seconded by Trustee Snyder, 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. Correspondence

The Board received a save the date card for the POC's 25th Anniversary Masquerade Jubilee on May 9, 2020.

14. Closed Session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/02

Trustee Snyder moved, seconded by Trustee Jefferson to go into closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (C) (1).

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 8:39 p.m. and reconvened at 9:51 p.m. Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were physically present.

15. Vote on items discussed in closed session

Trustee Jefferson moved, seconded by Trustee Brauer, to approve the Executive Director salary adjustment of 4.5% as presented.

Roll call vote:

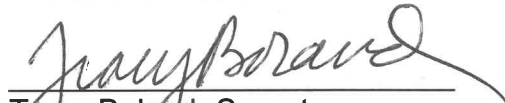
Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.
Absent: None. **Motion carried**

16. Adjournment

President Vanderhoek adjourned the meeting at 9:54 p.m.

Approved: 1/21/20


Andrea Vanderhoek, President


Tracy Boland, Secretary