



## 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 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, Human Resources Manager Mary Schaeffer, Circulation Manager Rosalie Scarpelli, Technology Assistant Manager Michael Szwed, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Friends representative Meg Cipar, Alin Steglinski, Vicki Wilson, Jenni Bennett, Jeanette Harris, Jen Zold, and Emilie Cheng.

### **5. Public comment**

Alin Steglinski, library patron, suggested that the Library look into having a 24-hour pick-up locker for holds similar to an Amazon locker.

Jenni Bennett, Library patron, expressed her concern regarding the Library Cards & Accounts-Youth policy which prevents parents from seeing what their teens 14 years and up have checked out. She recommended that the age be at least 16.

Vicki Wilson also expressed concern regarding the same youth library card policy and cited movies and video games rated by a third-party with sex and violence which were accessible to teens age 14-17.

## **6. Liaison reports**

### **a. Friends of the Palatine Library**

Friends representative Cipar reported that the corrected dates for the next book sale will be February 14, 15, & 16, 2020. The Friends will be discussing the effect of the Library renovation on the Friends rooms at their next meeting as well as possibly changing the vendor for recycling.

### **b. Palatine Public Library District Foundation**

Trustee Jefferson reported that the Foundation met on January 20, 2020. Alin Steglinski joined the Foundation and will help develop their website. Dan Rodgers will be stepping back from Foundation responsibilities. Their next project will be fundraising for a new story to be installed in the StoryWalk Project at Hamilton Reservoir. They have \$6,869.85 in their account. The next meeting will be February 24, 2020 at 6:00 p.m.

### **c. RAILS**

Trustee Brauer reported that Secretary of State Jesse White provided \$1.2 million in grants to school libraries. District 15 received \$8,836.50 and District 211 received \$8,785.50. An Arlington Heights Library staff member won the "I Love My Librarian" award. Annie Miskewitch was named the new Executive Director of the Schaumburg Library.

### **d. Teen Advisory Board (TAB)**

Pranav Botto reported that TAB's Service Project was for Barb's Precious Rescue and they made toys and small blankets for pets. They plan to continue with this project.

## **7. Unfinished business**

### **a. Report on CCS Migration**

Executive Director Dilger provided an overview of the timeline for migrating to the Cooperative Computer Services (CCS) database and noted important dates. The bulk of staff training on the new software

system will be provided at the Staff Development Day in August and the new software system is expected to go live on September 8 or 9, 2020.

i. Discussion of fine free option

Executive Director Dilger presented the option of eliminating fines at the Library, the benefits to patrons, and its impact on the CCS migration. Patrons would still receive overdue notices and bills for lost items.

Trustee Brauer moved, seconded by Trustee Snyder, approval of the proposal to eliminate fines for late items and waive any existing late fines, effective September 5, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Report on Main renovation project

Trustee Vanderhoek reported on minor changes to the renovation project proposal. Enberg Anderson Architects will have renovation menu options to discuss at the February Board meeting.

c. Discussion of bond issuance process for renovation

Trustee Jefferson reported that PMA was at the Finance Committee meeting on January 13 and provided information regarding two options for the Library's debt reduction: 1) alternate revenue source bonds and 2) debt certificates. The Board discussed the differences between these two options and reviewed scenario options for financing. The Finance Committee is leaning towards the debt certificates and will discuss further at their next meeting.

**8. New business**

a. Approval of trustees to attend ILA Legislative Meet Up February 17, 2020, in the amount of \$30 per person

Trustee Westhoff moved, seconded by Trustee Snyder, approval of four trustees to attend the Illinois Library Association Legislative Meet Up on February 17, 2020, in the amount of \$30 per person plus mileage.

Roll call vote:

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

b. Approval of trustees to attend the ILA Trustee Forum Workshop March 14, 2020, in the amount of \$135 per person

Trustee Singh moved, seconded by Trustee Brauer, approval of trustees to attend the Illinois Library Association Trustee Forum Workshop on March 14, 2020, in the amount of \$135 per person plus mileage.

Roll call vote:

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

c. Annual review of succession plan

Trustee Snyder reviewed the latest revisions and recommendations to the succession plan.

**9. President's report**

a. Review of Library Board Advocacy Activities

Trustees Boland and Westhoff attended the Palatine Village Council meeting on January 20, 2020. Trustees plan to attend upcoming meetings. Trustee Snyder attended a Meet & Greet with Congressman Raja Krishnamoorthi and a Hoffman Estates Park District/Willow Recreation Center renovation grant meeting. Trustee Snyder and Trustee Singh attended a screening of the documentary "Guru Nanak - The Founder of Sikhism" at Harper College on January 11, 2020. Upcoming activities include attending "No Small Matter" at the Schaumburg Library on February 4, 2020, Hoffman Estates Community Update with Mayor at the Sears Center on February 27, 2020, Coffee Chat at Café 14 with Representative Tom Morrison on February 8, 2020 and a meeting with Senator Gillespie.

b. Harper College President Meet and Greet, February 6, 2020

Trustees were invited to a Meet & Greet with the new Harper College President and were asked to RSVP if able to attend.

Trustee Snyder reported that he received an ALA email regarding Missouri HB 2340 to establish parental library review boards. He encouraged the Board to get informed by going to [www.everylibrary.org](http://www.everylibrary.org) for information.

**10. Director's report**

a. 2020 Board calendar

Executive Director Dilger reviewed the Board calendar and noted that activities were separated by Trustees and Administration.

b. Strategic plan action steps

Executive Director Dilger reported that the management team has outlined the priorities for this year with rough start and end dates and reviewed a Gantt chart to show when the staff will be busy. Employees were asked to review the strategic plan as part of their goals. Three management team staff volunteered to be Strategic Plan Team Leaders: Rosalie Scarpelli, Kathy Burns, and Mary Schaeffer.

**11. Committee reports**

a. Committee to Review Open and Closed Session Minutes

Trustee Boland reported that the committee will meet this month to review the open and closed session minutes.

b. Board Development Committee

No report.

c. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee met on January 17, 2020, to tour the Barrington Area Library. The committee will tour the Makerspace at Harper College on January 29, 2020. There will be no meeting in February. The next meeting will be March 5, 2020, at 3:30 p.m.

d. Director's Review Committee

No report.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on January 13, 2020, with PMA to review debt options. The committee also

discussed giving levels for naming opportunities for new renovated spaces and transitioning funds from money market accounts to CDs.

f. Policy Committee

Trustee Brauer commented that the committee appreciates Ms. Bennett's feedback at the meeting regarding Library Cards & Accounts-Youth policy and will address those comments again. 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: Policy Committee meeting of December 5, 2019, regular meeting of December 17, 2019, and Building Renovation Committee meeting of January 9, 2020
- b. Financial report and approval of Warrant 2020-07 in the amount of \$443,069.08
- c. Illinois State library annual certification

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

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 postcard about animal magazines for the library. Trustee Snyder received an email from a patron regarding Library 2020 and a NaNoWriMo event. Trustees discussed receiving messages through Facebook.

**14. Adjournment**

President Vanderhoek adjourned the meeting at 8:49 p.m.

Approved: 2-18-20

  
Andrea Vanderhoek, President

  
Tracy Boland, Secretary

