



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, Snyder, Vanderhoek, and Westhoff were physically present. Trustee Singh was absent.

3. Approval of agenda

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

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.
Absent: Singh. **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, PMD Department Manager Kathy Burns, Technology Assistant Manager Michael Szwed, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Technology Support Specialist Anam Mahmood, Friends representative Meg Cipar, TAB representative Pranav Botto, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported that the February book sale was very successful and total revenue was \$13,500. She shared bookmarks with new dates for the remaining book sales on June 12-14, 2020, and September 11-13, 2020. The September book sale will include the popular holiday sale that is usually held in November. There will be a hold on book sales after September due to the Library renovation. They will continue conversations with staff regarding their space in the Library during renovation.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation has not met since their January meeting. The next meeting is February 24, 2020, at 6:00 p.m.

c. RAILS

Trustee Brauer reported that RAILS released a new video entitled “Elders of the Internet” and stars Nick Offerman. It can be seen at www.mylibraryis.org/librarylovers. Andrea Lublink, Communication Manager, was in the RAILS newsletter regarding her blog post called “How Keeping Great Documentation Led to the Library Journal Marketing of the Year Award”. In the newsletter there was an alert about proposed cutting of IMLS funding completely to \$0. RAILS is encouraging everyone to contact members of Congress to oppose the cuts and urge them to continue to fund libraries.

d. Teen Advisory Board (TAB)

TAB representative Pranav Botto reported that at the last TAB meeting they made Valentine’s Day Cards for senior citizens and decided to wait until next winter to do new service project.

7. Unfinished business

a. Main Library renovation project

Trustee Vanderhoek reported that renovation proposal options will be ready to vote on next month. Executive Director Dilger reported that the renovation staff team has met regarding phasing of the project and hopes to share some phasing options next month. She had conversations with Friends of the Library about the walls to be demolished on the first floor and how that will involve many books being moved to the second floor or possibly the Friends space. Staff are doing a large weeding project to condense the collections beforehand.

8. New business

a. Cash flow analysis

Trustee Jefferson reported that at the Finance Committee meeting there was a presentation from Courtney Soesbe from PMA who provided an overview of the Library's cash flow. She talked about investing in CDs versus money markets due to change in interest rates. Trustee Jefferson reviewed PMA's cash flow analysis graphs. Two million will be safely invested to earn interest for taxpayers and laddered into CDs over 6-24 months. Short term investments will continue to be invested in money market accounts.

b. Approval of naming opportunities

Trustee Snyder moved, seconded by Trustee Jefferson, approval of naming opportunities for renovation, per Policy 5-6.1 as presented.

Trustees discussed concerns about the Library recently passing a referendum and now seeking monetary donations for naming rights. Discussion included how the Board has reserved the right to revoke naming at any time, there is a limited number of years for naming rights, this can be used to honor individuals, could add approximately \$300,000 to the budget, will possibly bring in new partners for the Library, there will be different prices for different rooms or spaces, and how we will communicate this information to the public.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

c. Approval of Policy 2-4 Youth Library Cards

Trustee Brauer reviewed the proposed changes to the policy.

Trustee Snyder moved, seconded by Trustee Brauer, approval of policy changes for Policy 2-4 Youth Library Cards as presented effective March 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: Boland

Absent: Singh. **Motion carried**

d. Approval of trustees to attend Hoffman Estates Chamber Mayor's Breakfast on February 27, 2020, in the amount of \$25 per person

Trustee Snyder moved, seconded by Trustee Jefferson, approval of trustees to attend the Hoffman Estates Chamber Mayor's Breakfast on February 27, 2020, in the amount of \$25 per person, plus mileage.

Roll call vote:

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

9. **President's report**

a. Review of Library Board Advocacy Activities

Several Trustees, Executive Director Dilger and Assistant Director Gardner attended the ILA Legislative Breakfast on February 17, 2020. Many had positive conversations with other libraries regarding our participation in CCS. Trustee Westhoff attended the Palatine Village Council meeting on February 10, 2020. Trustee Brauer visited the Champaign Public Library. Trustee Boland attended the Meet and Greet with Dr. Avis Proctor at Harper College. The Chamber of Commerce "State of the Village Address" is February 19, 2020, at 8:00 a.m.

b. St. Patrick's Day Parade, Saturday, March 14, 10:30-12:00

Executive Director asked Trustees to represent the Library in the St. Patrick's Day Parade. Three Trustees will participate. Trustee Singh is scheduled to attend the ILA Trustee Forum Workshop scheduled for March 14, 2020.

c. Volunteer appreciation luncheon, Friday, April 24, 11:30 am

The annual volunteer luncheon will be Friday, April 24, 2020, at 11:30 a.m. in Meeting Room 1. Invitations will be sent soon.

10. **Director's report**

Executive Director Dilger reported that several staff were sworn in as members of the Rotary Club, Brian Herner is serving on the Lions Club, and Rebecca Cohen is serving on the Jaycees Club and was named "Rookie of the Year". The Library will be closed Friday, February 21, 2020, until 2:00 p.m. for Staff Development Day and the theme is safety. On March 2, 2020, the Library will open the Stories of Refugees in America Photography exhibit and there is a program on March 4, 2020.

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Executive Director Dilger reviewed the Turnover Survey from HR Source and advised that the Library is in line with other comparable agencies.

a. Code of conduct

Assistant Director Gardner shared the Code of Conduct flyer which is for patrons and staff and explained the background on why this was developed and how it will help staff. It will initially be posted near the Library entrance and in elevators. Staff will be trained on how to apply it in handling situations they may encounter at the Library.

b. Winter reading report

PMD Department Manager Kathy Burns reported that the Winter Reading Tails for Tales program was very successful and exceeded goals. Through generous sponsors, \$2,500 was given to Barb's Precious Rescue. Patron giveaways included ice scrapers, styluses, and a variety of furry stuffed animals. The Library received a lot of positive comments and patrons liked giving back to community. TAB made blankets and pet toys and patrons donated adoption folders, food, toys and supplies for Barb's Precious Rescue.

The Library was one of the Beanstack winners for number of books read and will share in a prize of \$50,000 worth of books and author visits.

11. Committee reports

Trustee Vanderhoek appointed Trustee Boland and Trustee Snyder to the Lockbox Committee.

a. Committee to Review Open and Closed Session Minutes

Trustees agreed that no closed session was needed to approve the closed session minutes.

Trustee Brauer moved, seconded by Trustee Snyder that the minutes of the following closed meetings of the Board of Library Trustees be approved as presented:

Special Board Meeting of September 17, 2019
Regular Board Meeting of November 19, 2019
Regular Board Meeting of December 17, 2019

Roll call vote:

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

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

Trustee Snyder moved, seconded by Trustee Brauer, that the following sets of approved closed session minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection:

Special Board Meeting of September 17, 2019
Regular Board Meeting of November 19, 2019
Regular Board Meeting of December 17, 2019

Roll call vote:

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

Trustee Snyder moved, seconded by Trustee Brauer, that the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no less than 18 months after completion of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection:

Regular Board Meeting of February 14, 2018
Regular Board Meeting of August 8, 2018

Roll call vote:

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

b. Board Development Committee

Trustee Boland reported that the next meeting is scheduled for March 6, 2020, at 9:00 a.m.

c. Building Renovation Committee

Trustee Vanderhoek reported that the committee did not have a regular scheduled meeting but toured the Harper College's Makerspace. The next meeting is scheduled for March 5, 2020, at 3:30 p.m.

d. Director's Review Committee

Trustee Boland reported that the next committee meeting is scheduled for February 28, 2020, at 9:00 a.m.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on February 11, 2020, and again discussed the alternative revenue source bonds and debt certificates. The committee is now leaning towards alternative revenue source bonds as it fits with our historical value of being transparent and it will save money. The next meeting is scheduled for April 21, 2020.

f. Policy Committee

Trustee Brauer reported that the committee received an additional public comment at the regular Board meeting and at the committee meeting regarding Youth Library policy. The ILA rating systems and policies were discussed with the patron. The next Policy Committee meeting is scheduled for March 5, 2020, at 9:00 a.m. The committee will review Policy 1-Policy Development, Policy 10-Digital Resources and Appendices.

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 January 13, 2020, Building Renovation Committee meeting of January 17, 2020, regular meeting of January 21, 2020, Building Renovation Committee meeting of January 29, 2020.

b. Financial report and approval of Warrant 2020-08 in the amount of \$514,992.65

c. Six-month statement of receipts and expenditures

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

13. Correspondence


Trustee Vanderhoek received a postcard from the American Pet Products Association regarding their products. The Board received an invitation from the African American Contractor's Association to their Membership Awards Reception on March 11, 2020. Trustee Brauer received an email from a patron regarding her excitement for the renovation and provided some recommendations. Trustee Vanderhoek received an email for gratitude for teenagers having access to information they need. The Board received a thank you letter from Representative Sean Casten for hosting a town hall meeting.

14. Adjournment

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

Approved: 3/10/2020


Andrea Vanderhoek, President


Tracy Boland, Secretary