



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 Brauer requested to pull the regular Board minutes of February 18, 2020, from the agenda and discuss as Unfinished Business, Item b.

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

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, Popular Materials Department Manager Kathy Burns, Technology Assistant Manager Michael Szwed, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Technology Support Specialist Anam Mahmood, Teen Advisory Board representative Pranav Botto, Kristin Richardson and Sarah Ponto from Engberg Anderson, Dan Eallonardo from Independent Construction Services, Alan Miller, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

None.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on February 24, 2020. The Foundation discussed fundraising for naming opportunities and is preparing material to solicit business sponsors. The Foundation received a \$500 grant donation from Rotary Club of Palatine and \$500 from Walmart for updating the StoryWalk Project. There is a balance of \$6,869.85 in the bank. The next meeting is March 23, 2020, at 6:00 p.m.

c. RAILS

Trustee Brauer reported that the RAILS Board is looking for members, in particular for three Public Library Trustees, for the term of July 1, 2020-June 30, 2023. The deadline for nominations is March 25, 2020, at 5:00 p.m. Both Illinois senators have signed on to fund libraries along with Representative Sean Casten. Updates can be checked at <http://www.ala.org/advocacy/fund-libraries>

d. Teen Advisory Board (TAB)

TAB representative Pranav Botto reported that TAB is making cards for National Library Workers' Day and they received a thank you note for making cards for seniors last month.

7. Unfinished business

a. Main Library renovation project

Kristin Richardson from Engberg Anderson provided an overview of proposed renovation plans for the first floor and second floor. She discussed phasing implementation and how it affects staff and patron experiences. She also explained the cost estimates of each budget line item within four different renovation scenarios. Trustees discussed phasing options, implementation costs and savings, accessibility to materials, and impact on experience of staff and patrons. The Board agreed to exploring a two-phase renovation option and to a cap of \$6.8 million on expenditures.

b. Regular Board meeting minutes of February 18, 2020

Trustee Brauer requested that in the regular Board minutes of February 18, 2020, under 8. New Business, c. Approval of Policy 2-4 Youth Library Cards, that the second sentence of the first paragraph be struck from the minutes.

Trustee Brauer moved, seconded by Trustee Snyder, to approve the regular Board meeting minutes of February 18, 2020, as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

8. New business

a. Approval of Ordinance 2020-04 Authorizing the Issuance of General Obligation Library Bonds

Trustee Vandehoek discussed that PMA advised that the Library is able to finance \$6 million with these bonds and can fund up to a \$6.8 million cap. Trustee Jefferson reminded the Board that alternate revenue bonds are the route that was recommended and will save the Library money.

Trustee Jefferson moved, seconded by Trustee Snyder, approval of Ordinance 2020-04 authorizing the issuance of General Obligation Library Bonds as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Review and approval of policy changes

i. Policy 1-Policy Development

Trustee Brauer moved, seconded by Trustee Singh, approval of policy changes for Policy 1-Policy Development as presented effective April 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

ii. Appendix 1A-Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities.

iii. Policy 10-Digital Resources

iv. Appendix 10A-Use of Digital Resources

Trustee Brauer moved, seconded by Trustee Snyder, approval of policy changes for Appendix 1A-Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities as presented, Policy 10-Digital Resources as presented, and Appendix 10A-Use of Digital Resources as presented effective April 1, 2020.

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

Trustees Jefferson and Snyder attended Hoffman Estates Mayor's State of the Village Address. Trustees attended the Library's "When Home Won't Let You Stay" program and exhibit.

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

Trustees were invited to represent the Library in the St. Patrick's Day Parade in Palatine on March 14, 2020.

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

Trustees received an invitation to the Volunteer Appreciation Luncheon on Friday, April 24, 2020, and were asked to RSVP on or before April 13, 2020.

d. Reminder to file Statement of Economic interest by May 1

Trustees were reminded that the Statement of Economic Interest will be coming out soon and it needs to be filed by May 1.

10. Director's report

Executive Director Dilger thanked Assistant Director Melissa Gardner for finding a good company to work with on the active shooter drill and provided an overview of the drill procedures.

Executive Director Dilger reviewed the door count statistics and reported that the busiest time is between 3-7 p.m. Monday to Friday. Circulation is up 11%, which may be due to automatic renewals, and there have been up to 50 volunteers since July. One of the Teen Advisory Board volunteers won a congressional award for her volunteer service.

a. Coronavirus procedures

Executive Director Dilger reviewed the three different levels in the Library's Pandemic Procedures and advised that we are currently in Level 1. In Level 2, the Library will follow the lead of CDC and the Illinois Department of Public Health (IDPH) authorities and implement social distancing and cancel programs. In Level 3, the Library would close if the local public schools close or if IDPH recommends. There was discussion regarding any need for more funding, how to be more pro-active in communication with patrons, and preparation for cancellation of programs.

b. Transparency dashboard

Executive Director Dilger reviewed the Palatine Library Usage Statistics which are now live on the Library's website. There is also a Budget & Planning page with a financial dashboard that provides a snapshot of the Library's financial picture.

c. Report on LTA classes

Library staff member Christi Michel presented an overview of the Library Technical Assistant Program offered at the College of DuPage.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

Trustee Boland reported that the committee did not have to destroy any closed session minutes from February 14, 2018. The committee is working on updating their procedures.

b. Board Development Committee

Trustee Boland reported that the committee did not have a meeting.

c. Building Renovation Committee

Trustee Vanderhoek reported that the committee met on March 5, 2020, with Engberg Anderson and looked at carpet samples. The next meeting is scheduled for April 2, 2020, at 3:30 p.m.

d. Director's Review Committee

Trustee Boland reported that the committee developed an evaluation timeline and identified the tasks the committee has throughout the year. The committee asked for the Trustees' feedback on the timeline. It was decided that the new name of this committee is Director's Evaluation Committee.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee is scheduled to meet on April 21, 2020, and will work on budget planning.

f. Lock Box Committee

Trustee Boland reported that the committee met on February 29, 2020, to review the lockbox and found no discrepancies. The committee recommended adding a log sheet to the lockbox to record the date it is opened and what action was taken. The committee plans to make an updated inventory sheet with photos of each item and a description.

g. Policy Committee

Trustee Brauer reported that the next committee meeting is scheduled for April 2, 2020, at 9:00 am and they will review policy on Human Resources.

- 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: special meeting of September 17, 2019, Policy Committee meeting of February 6, 2020, Committee to Review Closed Session Minutes meeting of February 7, 2020, Committee to Review Closed Session Minutes meeting of February 14, 2020, regular meeting of February 18, 2020, and Director's Review Committee meeting of February 28, 2020
- b. Financial report and approval of Warrant 2020-09 in the amount of \$519,515.54

Trustee Jefferson 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

Trustee Vanderhoek received a letter from Jesse White reminding Trustees to let him know of any vacancy on the Board. Trustees received an invitation to the Palatine Public Library's Volunteer Appreciation Luncheon on April 24, 2020. Trustees received an email from a patron regarding the functionality of the Palatine Library's app.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:40 p.m.

Approved: 4-21-20


Andrea Vanderhoek, President


Tracy Boland, Secretary

