



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:04 p.m. Secretary Boland was present by video conference.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference.

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Singh, 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 by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Popular Materials Department (PMD) Manager Kathy Burns, PMD Assistant Manager Guadalupe Colin, Administrative Associate Karla Nora, Kristin Richardson, Sarah Ponto and Joe Huberty from Engberg Anderson Architects, Friends representative Meg Cipar, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Meg Cipar reported that the June Book Sale is still tentatively scheduled for June 12-14, 2020, provided there are enough products to offer to the public and customers are still interested in purchasing items.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation was scheduled to meet on March 23, but the Library was closed due to the stay at home order. The Foundation has been in communication by email and plans to meet again in early May by video conference. They will continue with their StoryWalk fundraising and hope to have it ready in July.

c. RAILS

Trustee Brauer reported that there is a Library Trustee Forum webinar on April 30, 2020, from 10:00 am – 12:00 pm. It is entitled Plan-Implement-Communicate: Building Strategic Planning and Storytelling Capacity for Community Impact and is led by Amanda E. Standerfer.

d. Teen Advisory Board (TAB)

PMD Department Manager Kathy Burns reported that TAB had a couple of virtual meetings.

7. Unfinished business

a. Main Library renovation project

Joe Huberty from Engberg Anderson Architects shared thoughts on how the COVID-19 pandemic might impact how patrons use the Library spaces in the future and how to build that into the renovation design. He provided some ideas to introduce to the Library environment such as antimicrobial surfaces, more frequent/deeper cleaning, mechanical/lighting systems to reduce transmission of virus/bacteria, and air ventilation cleaning systems. Trustees discussed concerns regarding the pandemic's impact on open spaces versus closed spaces, ideas for improving the building environment and suggestions for protecting patrons and staff.

Kristin Richardson from Engberg Anderson introduced a modified renovation plan schedule with a proposed additional estimate period beginning at the end of May and the bid period starting the middle of July. They plan to have revised updated estimates at the June 16, 2020, regular Board meeting and will determine how to proceed with any adjustments. The renovation start date is still September 1, 2020.

Kristin also reported that Village of Palatine advised that the Library does not need to address the bathroom fixture count per the Illinois Plumbing Code as long as the Library meets the three requirements of not adding on additional square footage to the building, not changing the occupant load, and not renovating the bathrooms.

Executive Director Dilger summarized the 8-Phase and 4-Phase options for the Library renovation and the effect on patrons and staff. Enberg Anderson representative Joe Huberty recommended to focus on the condensed 4-Phase option to reduce costs, align with key Library events, and accommodate the storage of collections on each floor. The Trustees all agreed on pursuing the 4-Phase option.

8. New business

a. Approval of Resolution 2020-03 Authorizing the Payment of Certain Routine and Recurring Expenses

Executive Director Dilger advised that this resolution was recommended by Library attorneys to use during the Governor's state of emergency due to the effects of the COVID-19 virus. It is good for 90 days from the date of approval.

Trustee Jefferson moved, seconded by Trustee Snyder, approval of Resolution 2020-03 Authorizing the Payment of Certain Routine and Recurring Expenses 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 changes to Policy 9-47 Expense Reimbursement

Executive Director Dilger reported that the Illinois Wage Payment and Collection Act requires all employers to pay staff for expenses incurred while staff are required to work from home. Now that Library staff are required to work from home during the Governor's stay at home order, the Library would like to add a section to Policy 9-47 for reimbursement for cell phone and internet usage. Trustees discussed reimbursement costs of monthly rates vs. hourly rates.

Trustee Singh moved, seconded by Trustee Brauer, approval of changes for Policy 9-47 Expense Reimbursement as presented effective May 1, 2020. This motion was withdrawn by Trustee Singh.

Trustee Singh moved, seconded by Trustee Snyder, approval of changes for Policy 9-47 Expense Reimbursement with reimbursement on a flat monthly rate for cell phone and internet use as presented, effective May 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 Westhoff and Brauer have been sharing Library activities on their Trustee Facebook pages.

b. New date for Volunteer Appreciation Luncheon

The Volunteer Appreciation Luncheon has been re-scheduled to Thursday, June 18, 2020, at 11:30 am.

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

Trustees were reminded that the Statement of Economic Interest needs to be filed by May 1, 2020.

10. Director's report

Executive Director Dilger shared her March report and advised that she participated in several virtual meetings after March 13 when the Library was closed. The statistics for WiFi use and Study Rooms were reviewed and WiFi hot spots and costs were discussed.

a. Strategic plan update

Executive Director Dilger reported that staff continue to meet strategic plan goals while working from home. Trustee Vanderhoek thanked Library staff for their commitment and resiliency to keep programs going during the stay at home order.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

No report.

b. Board Development Committee

No report.

c. Building Renovation Committee

Trustee Vanderhoek reported that the committee did not meet in March. The next meeting is scheduled for May 7, 2020. Renovation updates were provided by Engberg Anderson Architects earlier in the meeting.

d. Director's Review Committee

No report.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on April 21, 2020. They reviewed the draft working budget for Fiscal Year 2021, Illinois Municipal Retirement Fund (IMRF), audit, tort immunity, unemployment, and the special reserve account. The next meeting will be on May 4, 2020. They plan to review the corporate operational account and will bring it to the May regular Board meeting for review.

f. Lock Box Committee

No report.

g. Policy Committee

Trustee Brauer reported that there was no meeting in April. The next committee meeting is scheduled for May 7, 2020, at 9:00 am. They will review Policy 9 - 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: Policy Committee meeting of March 5, 2020, and regular meeting of March 10, 2020

b. Financial report and approval of Warrant 2020-10 in the amount of \$513,628.25

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 an email regarding patron fines.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:20 p.m.

Approved: 5-19-20



Andrea Vanderhoek, President



Tracy Boland, Secretary