



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:07 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 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 by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Circulation Department Manager Rosalie Scarpeli, 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 has been canceled due to the closing of the Library and not enough inventory for sale. The next sale is tentatively scheduled for September 2020, but this will depend upon the opening of the Library and social distancing guidelines.

b. Palatine Public Library District Foundation

The Foundation will meet by video conference call on May 21, 2020. They plan to start to work on fundraising for the StoryWalk and for the Library renovation project.

c. RAILS

Trustee Brauer reported on highlights from the “Everything Library Trustees Need to Know During COVID-19” Zoom webinar. She will email the resource links to all Trustees.

d. Teen Advisory Board (TAB)

No report.

7. Unfinished business

a. Main Library renovation project

Executive Director Dilger provided an overview of the three Amendments to the Professional Services Agreement for Renovations of Existing Library Space: Amendment 01 is regarding a basic services percentage fee of 9% being converted to a fixed fee of \$440,800; Amendment 02 is regarding an increase of \$29,000 for the addition of a north entry; and Amendment 03 is regarding an increase of \$9,000 for work on the lobby.

i. Amendment 01: Modifications to Professional Services Agreement for Renovations of Existing Library Space

Trustee Brauer moved, seconded by Trustee Snyder, approval of Amendment 01: Modifications to Professional Services Agreement for Renovations of Existing Library Space as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

ii. Amendment 02: Modifications to Professional Services Agreement for Renovations of Existing Library Space

Trustee Snyder moved, seconded by Trustee Singh, approval of Amendment 02: Modifications to Professional Services Agreement for Renovations of Existing Library Space as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

iii. Amendment 03: Modifications to Professional Services Agreement for Renovations of Existing Library Space

Trustee Snyder moved, seconded by Trustee Brauer, approval of Amendment 03: Modifications to Professional Services Agreement for Renovations of Existing Library Space as amended by striking out "slab radiant heating".

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

iv. Project update

Executive Director Jeannie Dilger advised that Engberg Anderson met with staff to finalize details on bid packages. She discussed renovation plans for the north entry, main lobby, second floor service point, and youth areas. Engberg Anderson talked with the Village of Palatine regarding approval of the easement at the north entry and is working on carpet/paint finishes, estimates and bid packages for general contracting, movers and furniture. The estimates and bid packages will be ready at the Building Renovation committee meeting on June 4 and at the regular Board meeting on June 16.

8. **New business**

a. Review and approval: Policy 9-Human Resources

Executive Director Dilger advised that domestic partner was recently added to vision and dental insurance under Policy 9-Human Resources. There was discussion regarding domestic partners, substitutes, COBRA fees, and birthday holidays.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 9-Human Resources as amended effective July 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Review of draft Working Budget for Fiscal Year 2020-2021

Trustee Jefferson advised that the Finance Committee met on May 4, 2020 and reviewed the Working Budget for Fiscal Year 2020-2021. The current fiscal year will have a 7.8% increase in income and a 3.9% decrease in expenses from last year. Executive Director Dilger highlighted salary comparisons with other local libraries, a 5% increase in medical insurance, and an increase in Miscellaneous Fringe Benefits for cell phone and internet use reimbursement due to staff working from home.

c. Approval of days closed for 2020-2021

Trustee Jefferson moved, seconded by Trustee Snyder, approval of the days closed for fiscal year 2020-2021 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

No report.

10. Director's report

Executive Director Dilger highlighted how much staff has been able to accomplish with regular service and special projects during the Governor's stay home order. She also advised of the new department names.

a. Strategic plan update

Assistant Director Gardner reported that staff continue to meet strategic plan goals while working from home.

b. Reopening plan update

Executive Director Dilger reported that the Library's phase plan for re-opening now aligns with the Governor's Restore Illinois phase plan. The Library is preparing for Phase 2 for curbside pick-up to begin June 2. Staff are divided into seven teams for each day of the week and started back to work in the Library on May 18. Curbside testing will begin the week of May 25, and Trustees were asked to assist with testing this process.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

No report.

b. Board Development Committee

No report.

c. Building Renovation Committee

The next committee meeting is scheduled for June 4, 2020.

d. Director's Review Committee

No report.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on May 4, 2020.

f. Lock Box Committee

No report.

g. Policy Committee

Trustee Brauer reported that committee met on May 7, 2020, and reviewed Policy 9–Human Resources. The next committee meeting is scheduled for June 4, 2020, at 9:00 am. They will review Policy 6–Library Facilities, Appendix 6A–Noise Zones and Policy 11–Privacy Policy.

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 April 7, 2020, regular meeting of April 21, 2020, and Policy Committee meeting of May 7, 2020
- b. Financial report and approval of Warrant 2020-11 in the amount of \$488,032.10

Trustee Jefferson 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 from a patron about providing for seniors.

Trustee Boland reported that a recent Trustee webinar provided letter templates for initiating correspondence to local decision makers regarding Library services.

14. **Adjournment**

President Vanderhoek adjourned the meeting at 8:28 p.m.

Approved: 6-16-20


Andrea Vanderhoek, President


Tracy Boland, Secretary