



Board of Library Trustees Regular Meeting
Video Conference
June 16, 2020,
Immediately following Public Hearing

Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:08 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, Snyder, Vanderhoek, and Westhoff were present by video conference. Trustee Singh was absent.

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Boland, 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 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, Technology Services Department Manager Susan Connor, Administrative Associate Karla Nora, Friends representative Meg Cipar, Andrew Kim and Bob Lewis from PMA Securities, Dan Eallonardo from Independent Construction Services, Joe Huberty, Kristin Richardson, and Sarah Ponto from Engberg Anderson, and guests Emilie Cheng, Helene Sonkin, and Whitney Camp.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Meg Cipar reported that all of Friends activities are on hold. They are awaiting Library safety training for the Friends Board to return to volunteer at the Library. The September sale has been canceled, but they may be able to potentially have a sale later this year. If there is no sale, then they will need to find a place to donate the books.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met by video conference call on May 21, 2020. They are working on fundraising for the new StoryWalk and received two \$500 donations. They are moving forward on naming fundraising for the renovated spaces in the Library. The next meeting is June 17, 2020.

c. RAILS

Trustee Brauer reported that the Illinois State Library and Secretary of State are temporarily suspending resource sharing, reciprocal borrowing and inter-library loan requirements until at least August 12. The "Everything Library Trustees Need to Know During COVID-19" recording is available and will be shared with Trustees. The ILA annual conference in October has been canceled. In the RAILS newsletter there was a tribute for a long time Mt. Prospect Library Trustee Jackie Hinaber who recently passed away.

7. Unfinished business

a. Bond structure

PMA Securities representatives Andrew Kim and Bob Lewis provided an overview of three different financing scenarios to use for the bond structure. The Trustees discussed the benefits of the different bond structure scenarios. The Trustees all agreed to choose bond structure Scenario 3: 20-Year Level Structure (with Slope).

b. Renovation project costs estimates

Joe Huberty from Engberg Anderson reviewed changes to renovation plans for the Library. Kristen Richardson from Engberg Anderson reviewed architectural renderings of the Café, Creator Zone, Market Place, Discovery Zone, and 2nd floor seating area near fireplace and Quiet Reading. Joe provided an overview of the cost saving changes to the base bid and an alternative bids for optional renovation costs which included a north entry snow melt system, fireplace, south hold infill, and additional

new furniture. Trustees discussed the alternative bid for a fireplace and snow melt system. Final bids will be going out in July.

8. **New business**

a. Policy review and approval

i. Policy 6–Library Facilities

ii. Appendix 6A–Noise Zones

Under Policy 6-8 Airborne Pathogens, trustees discussed and agreed to strike the word minimum from the third sentence.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 6-Library Facilities and Appendix 6A-Noise Zones, as amended, effective July 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

iii. Policy 11 - Privacy Policy

Under Policy 11-7 Identity Protection in the section titled Prohibited Activities, Trustee Brauer proposed omitting the period after the word mailed in the first sentence of the fifth bullet point and adding brackets around the next two sentences, to be consistent with our style guide.

Trustee Brauer moved, seconded by Trustee Westhoff, approval of changes to Policy 11-Privacy Policy, as amended, effective July 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried**

iv. Policy 2-Library Cards and Accounts sections 2-11, 2-12, and 2-13

Under Policy 2-13, second section, second sentence, Trustee Brauer recommended changing the word designating to designated.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 2-Library Cards and Accounts sections 2-11, 2-12 and 2-13, as amended, effective July 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried**

b. Approval of Working Budget for Fiscal Year 2020-2021

Trustee Jefferson moved, seconded by Trustee Snyder, approval of the Working Budget for Fiscal Year 2020-2021 as presented.

Director Dilger advised that the Library qualified for a state grant of approximately \$45,000 to help pay for the CCS migration. She also advised that there was a change in the Computers and Technology line for Makerspace equipment.

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

Trustee Vanderhoek reported that her master's thesis is on healthcare and public libraries. The opportunity to advance healthcare justice was chosen for a national presentation.

10. Director's report

Executive Director Dilger provided an update on curbside service, problems encountered and how they have been resolved. Starting June 15, 2020, 30 staff have been in the building two days/week and patrons are able to make appointments to pick-up holds.

Trustees agreed to continue to have regular Board meetings by video conference during the re-opening phase, as long as permitted by the Governor's executive order.

a. Strategic plan update

Assistant Director Gardner was available for questions from Trustees.

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 Building Renovation Committee met on June 4, 2020. Furniture samples are being shipped to the Library and Trustees can make an appointment to view them this week.

d. Director's Review Committee

No report.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on May 21. There are no meetings planned.

f. Lock Box Committee

No report.

g. Policy Committee

The next committee meeting is scheduled for July 2, 2020, at 9:00 am. They will review Policy 2-Library Cards and Accounts, Appendix 2A, Appendix 2B, Appendix 2C, Policy 8-Community Relations and Appendix 8A.

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 February 11, 2020, Finance Committee meeting of April 21, 2020, Finance Committee meeting of May 4, 2020, regular meeting of May 19, 2020, and Policy Committee meeting of June 4, 2020
- b. Financial report and approval of Warrant 2020-12 in the amount of \$442,634.42
- c. Approval of quote for new firewalls from Current Technologies Corporation in the amount of \$25,881.16
- d. Approval of Ordinance 2020-05 Authorizing Levy of an Additional Tax for the Purchase of Sites and Buildings; for the Construction and Equipment of Buildings; for the Rental of Buildings Required for Library Purposes; and for Maintenance, Repairs, and Alternation of the Library Building and Equipment

Trustee Snyder and Trustee Brauer reported that there were some time discrepancies in the minutes of the Finance Committee meeting of April 21, 2020. Trustee Jefferson requested to remove these from the consent agenda, and they will be corrected next month.

Trustee Brauer moved, seconded by Trustee Snyder, to remove the April 21, 2020, Finance Committee meeting minutes from the consent agenda.

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, approval of the Consent Agenda as amended.

Roll call vote:

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

13. Correspondence

The Board received letter from Jesse White regarding the Illinois State Library Per Capita Grant; a letter from a patron encouraging the opening of the Library; and a newsletter from the Palatine Historical Society. Executive Director Dilger shared an email with the Board from a patron regarding our use of Zoom.

14. Executive Session: Personnel compensation during reopening phases (Pursuant to 5 ILCS 120/2, Section C1 – compensation of employees)

Trustee Snyder moved, seconded by Trustee Westhoff, that the Board go into Executive Session to discuss personnel compensation during reopening phases (Pursuant to 5 ILCS 120/2, Section C1 – compensation of employees).

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried**

The Board went into Executive Session at 9:30 p.m. and reconvened at 9:58 p.m.

15. Vote on matters discussed in closed session

Trustee Snyder moved, seconded by Trustee Westhoff, that the Library pay staff only hours worked (in the Library or remotely) during any pandemic phases in which we are providing physical service to patrons, including future curbside phases, effective July 1, 2020.

Discussion: The Board directed the Executive Director to ensure that all staff are able to be in the building enough to work their full hours and get full pay. The Board also directed the Executive Director to move to reopen in phase 4 as soon as we are safely able to do so.

Roll call vote:

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

Nays: None.

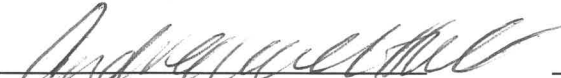
Abstain: None.

Absent: Singh. **Motion carried**

16. Adjournment

President Vanderhoek adjourned the meeting at 10:00 p.m.

Approved: 8-18-20


Andrea Vanderhoek, President


Tracy Boland, Secretary