



Board of Library Trustees Regular Meeting

Video Conference

July 20, 2021, 7:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 7:02 p.m. Secretary Westhoff was absent and Trustee Boland acted as Secretary in his absence.

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

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Snyder, and Vanderhoek were present via video conference. Trustee Westhoff was absent.

3. Approval of agenda

Trustees had no changes to the agenda and Trustee Snyder approved the agenda as presented.

4. Introduction of visitors

Also in attendance by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Technology Manager Susan Connor, Finance Manager Mary Myers, Human Resources Associate Karla Nora, Youth & Teen Services Manager Kathy Burns, Librarian Joy Hammuck, Kristen Richardson of Engberg Anderson, Friends representative Meg Cipar, and member Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Library

Friends representative Meg Cipar reported that the pop-up book sales have been going well and they have made approximately \$4,000. The sales from the hallway lockbox have been \$1,500. Members seemed pleased about shopping in

the Friends room, but this will end at the end of July. They will be starting the monthly book drop offs the last Saturday in August. The next large regular sale will be November 12-14, 2021, which will be a combination of the fall sale and holiday sale.

b. Palatine Public Library District Foundation

Trustee DeRosa reported that the Foundation met on July 8, 2021. They discussed the successful StoryWalk Project, and she noted that this was the first time members helped underwrite the cost, rather than businesses. They continue to promote naming opportunities and there will be a presentation to the Palatine Rotary and follow-up with Chamber of Commerce members.

c. RAILS/ILA

Trustee Boland reported that there are two upcoming round tables: Succession Planning for Trustees on Wednesday, August 11, 2021, and Tips for New Makerspaces on August 20, 2021. The Illinois Library Association (ILA) Annual Conference will be held virtually on October 12-14, 2021. The sessions on Thursday, October 14 are targeted to Trustees and the cost for attending is \$125 per person if registered by September 15.

7. Unfinished business

a. Renovation Update

Executive Director Dilger shared highlights from Dan Eallonardo's monthly report.

Trustee Westhoff joined the meeting at 7:13 p.m.

Dilger shared photos of the north sidewalk and advised that the sub-contractor dug into the snow melt lines and will need to correct it, which has caused a delay. She also shared photos and videos of the second floor renovation and café area. The renovation is on target for two-thirds of the second floor to be finished in a few weeks. She provided a budget update and advised the contractor contingency fund has around \$4,000 available. The Library has only spent \$1,300 from the overall \$137,000 budget contingency fund.

Kristen Richardson from Engberg Anderson advised that the moving and managing of library materials on the second floor is the most complicated aspect of this phase. They are hoping to have the first floor in shape for the Ribbon Cutting ceremony on August 6. Executive Director Dilger shared a copy of the plaque which will be installed at the north entrance.

b. Branch renovation update

Executive Director Dilger and Kristen Richardson met with the Hoffman Estates Park District staff to discuss plans, and it went well. They have another meeting with Community Resource Center and Northwest Community Hospital on July 21.

Kristen Richardson reported that they have had two design meetings with the branch design team regarding arrangement of space, technology needs, new furniture, shelving and managing collections. They have enough information to finalize documents. The next step is to obtain estimates for review and then hopefully go out for bid in August.

8. New business

a. Approval of policy changes

i. Policy 10—Digital Resources

ii. Appendix 10A—Use of Digital Resources

Trustee Westhoff advised that several changes were made to Policy 10 and Appendix 10A due to the addition of the new makerspace.

Trustee Westhoff moved, seconded by Trustee Vanderhoek, approval of changes to Appendix 10A—Use of Digital Resources as presented effective August 1, 2021.

Trustees discussed language regarding guest passes for the internet stations and makerspace, weapons and look alike weapons with regard to equipment made in the lab, and liability. Susan Connor explained the rationale for the policy changes and advised that any print requests are reviewed and approved by staff.

Trustee Snyder tabled the motion on Appendix 10A—Use of Digital Resources.

Trustee Westhoff moved, seconded by Trustee Brauer, approval of changes to Policy 10-Digital Resources as presented, effective August 1, 2021.

Trustees discussed the language of weapons or look-alike weapons and contradictions in Policy 10 and Appendix 10A regarding unfiltered laptop access.

Trustee Boland moved, seconded by Trustee Vanderhoek, to amend Policy 10—Digital Resources by striking the bullet point “weapons and look-alike weapons” from the proposed policy.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, and Vanderhoek

Nays: Jefferson, Snyder, and Westhoff

Abstain: None.

Absent: None. **Motion carried.**

Trustee Westhoff moved, seconded by Trustee Jefferson, to amend the third bullet point under Policy 10.14 to read "content or objects such as weapons that are unsafe, harmful, dangerous, or pose a threat to the well-being of others".

Roll call vote:

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

Nays: Vanderhoek

Abstain: None.

Absent: None. **Motion carried.**

Trustee Westhoff moved, seconded by Trustee Boland, approval of changes to Policy 10–Digital Resources as amended, effective August 1, 2021.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Westhoff moved, seconded by Trustee Brauer, approval of changes to Appendix 10A—Use of Digital Resources as amended, effective August 1, 2021.

Trustee Boland moved to strike out "guest passes may not be used" on pages 2 and 3 in Appendix 10A. There was no second, therefore the motion was dropped.

Roll call vote:

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

Nays: Brauer

Abstain: None.

Absent: None. **Motion carried**

iii. Policy 3-9 Alcoholic Beverages

Trustee Westhoff moved, seconded by Trustee Jefferson, approval of Policy 3-9 Alcoholic Beverages as presented, effective August 1, 2021.

Roll call vote:

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

9. President's report

a. Review of Board Advocacy Activities

Several trustees attended and enjoyed the Partners for our Communities (POC) Trivia Night. Two trustees will represent the Library at the Farmer's Market on Saturday, July 24, to promote the Summer Reading Program and End of Summer Party. Trustees were invited to attend one of the three upcoming Summer Reading Program t-shirt decorating events on July 23, July 29, and August 21.

b. Set date for budget and appropriations hearing

Trustee Snyder set the date for the budget and appropriations hearing for Tuesday, September 21, 2021, at 7 p.m. immediately prior to the regular September board meeting.

10. Treasurer's Report

Trustee Vanderhoek reviewed the Finance Manager's highlights of expenses for the year ending in June 2021. Insurance costs have increased due to larger claims in flooding and cyber security by other libraries in the insurance pool.

11. Director's report

Executive Director Dilger advised that she finished her three-year term as the American Library Association (ALA) Councilor position. She highlighted FY2021 Circulation statistics which are almost back to normal, but door counts are significantly down by one-third from FY2019. The newly renovated library should draw more members back. Reference and readers advisory questions are about half of what they were pre-pandemic, but directional questions are up most likely due to the renovation. Program attendance is starting go up from FY2020, but still not back up to previous years.

a. EDI Committee yearly summary

Executive Director Dilger shared an Equity, Diversity and Inclusion (EDI) Committee report of activities for FY2021 and showed all the EDI initiatives which staff have completed.

b. Strategic plan mid-year update

Executive Director Dilger shared her mid-year of the strategic plan. Most actions are in progress, and some have been completed. This three-year plan will be finished in December 2021. Trustees commended Library staff for all their accomplishments.

12. Committee reports

a. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee met on July 1, 2021. The next meeting will be August 5, 2021, at 4:00 p.m. at the Library. They will continue to review change orders and get renovation updates.

b. Director's Evaluation Committee

Trustee Snyder reported that the committee will meet on July 27, 2021, at 4:30 p.m. at the Library.

c. Finance Committee

No report.

d. Policy Committee

Committee Chair Westhoff reported that the next meeting will be August 5, 2021, at 9:00 a.m. They will review Policy 3—Library Operations, and Appendices 3A, 3B, 3C, and 3D.

e. Succession Plan Committee

Trustee Brauer reported that the committee met on July 19, 2021, and they began drafting a new comprehensive succession plan. The next meeting will be August 2, 2021, at 2:00 p.m.

Trustee Boland reported that the Minutes Review Committee will be meeting Friday, August 6, 2021, at 2:00 p.m., to review open and closed minutes.

13. Consent agenda

a. Approval of Minutes

- i. regular Meeting of June 15, 2021
- ii. Building Renovation Committee Meeting of July 1, 2021
- iii. Policy Committee Meeting of July 1, 2021

b. Approval of Warrant 2022-01 in the Amount of \$1,070,595.53

Trustee Brauer moved, seconded by Trustee Vanderhoek, that the consent agenda be approved as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

14. Correspondence

Executive Director shared a thank you note from a member regarding the wonderful virtual programs at the Library.


15. Adjournment

President Snyder adjourned the meeting at 8:54 p.m.

Approved: 8-17-21



Hal Snyder, President



Jeffrey Westhoff, Secretary

