



**Board of Library Trustees Regular Meeting**  
Meeting Room 1, Main Library  
700 N. North Court, Palatine, IL  
August 17, 2021, 7:00 p.m.

---

**Minutes**

**1. Call to order**

President Snyder called the meeting to order at 7:06 p.m. Secretary Westhoff was present.

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

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

**3. Approval of agenda**

Trustee Vanderhoek moved, seconded by Trustee Jefferson, to remove the Finance Committee minutes of April 30, 2021, the Finance Committee minutes of May 7, 2021, Warrant 2022-02, and the Minutes Review Committee minutes of August 6, 2021, from the consent agenda.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

Trustee Vanderhoek moved, seconded by Trustee DeRosa, approval of the agenda as amended.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

#### **4. Introduction of visitors**

Also in attendance were Executive Director Jeannie Dilger, Finance Manager Mary Myers, Collection Services Manager Violet Jaffe, Human Resources Associate Karla Nora, Technology Associate Rolando Medrano, Independent Construction Services representative Dan Eallonardo, Friends representative Meg Cipar, and member Emilie Cheng.

#### **5. Public comment**

None.

#### **6. Liaison reports**

##### **a. Friends of the Library**

Friends Treasurer Meg Cipar reported that the pop-up book sales in June and July had net sales of \$6,600. The sales from the hallway lockbox have been \$2,200. New shelving will be installed in the Friends room. The Friends will be resuming the monthly book drop-offs the last Saturday in September. 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 has not met since the last Board meeting in July.

##### **c. RAILS/ILA**

No report.

#### **7. Unfinished business**

##### **a. Renovation Update**

Dan Eallonardo from Independent Construction Services reviewed the renovation status report and advised that progress is going well. He reviewed the allowance summary and advised that all \$150,000 of the contingency fund has been exhausted. There is a balance of \$127,500 in the second contingency fund to cover any remaining costs that come up. He reviewed the issues log and highlighted the costs associated with each change order. A payment of \$284,805.55 is due to the contractor this month and they will then be 87% paid for their contract. Two large projects remaining to be completed are the

circulation desk area and carpeting on the second floor.

Eallonardo advised that contractors are making progress on the parking garage rehabilitation project. The inspecting engineer advised that the electrical conduit has rusted and has caused the concrete to fail. Additional work is required for electrical wiring.

b. Branch renovation update

Executive Director Dilger advised that the third staff design meeting was postponed so Engberg Anderson could complete the design. The team will meet with Engberg Anderson on August 23 to go over plans. They are working with a company for an access system called Open+ that allows approved members to use their library cards to enter the branch to check out materials after hours. There will be pre-bid meetings at both locations and the goal is to award a contract in October.

c. Finance Committee minutes

Trustee Jefferson requested to amend the Finance Committee minutes of April 30, 2021, to strike the name Beth Schwarz from the list of attendees. Trustee Jefferson moved, seconded by Trustee Vanderhoek, approval of the Finance Committee minutes of April 30, 2021, as amended.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

Trustee Jefferson requested to amend the Finance Committee minutes of May 7, 2021, to show Trustee Brauer as present by video conference. Trustee Jefferson moved, seconded by Trustee Vanderhoek, approval of the Finance Committee minutes of May 7, 2021, as amended.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

d. Minutes Review Committee minutes

Trustee Brauer requested to amend the Minutes Review Committee minutes of August 6, 2021, by changing the time of the adjournment to 3:52 p.m. rather than a.m. Trustee Brauer moved, seconded by Trustee Vanderhoek, to approve the Minutes Review Committee minutes of August 6, 2021, as amended.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

## 8. New business

### a. Budget and appropriations draft 2021-2022

Trustee Vanderhoek advised that the working budget was previously approved. The Budget and Appropriations Ordinance will be on file at the Library for public inspection and comment for 30 days and will be voted on at the public hearing prior to the regular Board meeting in September. She highlighted the increase for construction and reported that there may still be some adjustments for furniture and the renovation before September.

### b. Discussion of changes to Policy 5-6.1 Naming Rights

Trustee Jefferson advised there is an opportunity for a naming rights donation from a Board member; however Library policy prohibits inside or outdoor spaces from being named after current Board members. He requested that the Board remove the restriction on trustee naming rights under category 3, Inside Spaces, and category 4, Outdoor Spaces, from Policy 5-6.1.

Trustee Jefferson moved, seconded by Trustee Snyder, that the following language in Financial Management Policy 5-6.1 be deleted in its entirety: "During their tenure, members of the staff, the Board, and elected officials are not eligible for a naming under categories 3 and 4." Trustees discussed support and opposition of doing this.

Roll call vote:

Ayes:	Jefferson, Snyder
Nays:	Brauer, Vanderhoek, and Westhoff
Abstain:	DeRosa
Absent:	Boland. <b>Motion failed.</b>

c. Naming rights requests

Trustee Jefferson advised that the Palatine Bank and Trust submitted an application for naming rights for a 10-year commitment for the Teen Room with a donation of \$10,000 that will be paid in three installments in the first three years.

Trustee Jefferson moved, seconded by Trustee Vanderhoek, to name the Teen Room in recognition of the Palatine Bank & Trust as presented.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

Director Dilger provided an example of the bank's name plaque and there was discussion of logos, which are disallowed on name plaques by Library policy. The board agreed the payment terms and signage were acceptable. Trustee Snyder referred the review of language regarding logos for future naming rights requests to the Policy Committee.

c. Approval of policy changes

i. Policy 3—Library Operations

Trustee Westhoff advised that minor changes were made regarding curbside pick-up. Trustee Westhoff moved, seconded by Trustee Vanderhoek, approval of changes to Policy 3—Library Operations, as presented, effective September 1, 2021.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

ii. Appendix 3A—Hours of Operation

Trustee Westhoff advised that a change was made to the North Hoffman Branch hours. The branch would be open until 1:00 p.m. rather than 3:00 p.m. on Saturdays. Trustee Westhoff moved, seconded by Trustee Vanderhoek, approval of changes to Appendix 3A—Hours of Operation as presented

effective September 1, 2021.

Roll call vote:

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

iii. Appendix 3B—ALA Statement of Professional Ethics

iv. Appendix 3C—ALA Library Bill of Rights

Trustee Westhoff moved, seconded by Trustee Vanderhoek, reaffirmation of Appendix 3B—ALA Statement of Professional Ethics and Appendix 3C—ALA Library Bill of Rights as presented, effective September 1, 2021.

Roll call vote:

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

v. Appendix 3D—Code of Conduct

No changes were made to Appendix 3D.

vi. Policy 9-50.6 Medical Leave for Non-Eligible FMLA Employees

Executive Director Dilger reviewed the changes to the policy, which applies only to those not eligible for the federal Family and Medical Leave Act. Trustee Westhoff moved, seconded by Trustee Vanderhoek, approval of changes to Policy 9-50.6 Medical Leave for Non-Eligible FMLA employees as presented, effective September 1, 2021.

Roll call vote:

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

e. Report of Minutes Review Committee

Trustee DeRosa reported that the Minutes Review Committee met on August 6, 2021, to review the open and closed minutes. The committee found that the signed regular board meeting minutes of December 15, 2020, were not posted on the website and the Finance Committee minutes of April 30, 2021, and May 7, 2021, had not been approved.

Trustee DeRosa moved, seconded by Trustee Vanderhoek, that the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no less than 18 months after completion of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection.

Regular Board Meeting of December 17, 2019  
Regular Board Meeting of November 19, 2019  
Regular Board Meeting of September 17, 2019

Roll call vote:

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

f. Certification of the Illinois Public Library Annual Report to the State Library

Trustee Brauer moved, seconded by Trustee Vanderhoek, that the Illinois Public Library Annual Report be approved and submitted to the State Library as presented.

Roll call vote:

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

g. Approval of trustee attendance at ILA virtual conference on October 12-14, 2021, in the amount of \$125 per person.

Trustee Brauer moved, seconded by Trustee Vanderhoek, approval of trustees to attend the Illinois Library Association virtual conference on October 12-14, 2021, in the amount of \$125 per person.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

Trustees Brauer and Snyder expressed interest in attending the ILA Conference.

#### h. Warrant 2022-02

Trustee Vanderhoek advised there was an error in the Warrant 2022-02 with one check not accounted for and the total amount of the warrant should be \$1,248,900.01. Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of Warrant 2022-02 as amended.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

### 9. **President's report**

#### a. Review of Board Advocacy Activities

Trustees Boland and Snyder attended the Summer Reading T-shirt decorating event. Trustees Snyder and Westhoff represented the Library at the Farmer's Market on July 24, 2021. All Trustees attended the First Floor Ribbon Cutting event on August 6, 2021. Trustee Brauer read the first story in the new Storytime Room. The Hoffman Estates Chamber of Commerce Legislative Update Lunch is Friday, September 17, 2021, from 11:30 a.m. to 1:00 p.m.

Trustee Snyder recommended that trustees prepare their committee meeting reports in writing and send to administrative staff by Monday one week before regular board meeting for the board packet. Trustee Snyder also reviewed notes on motions and discussions for future meetings.

### 10. **Treasurer's Report**

Trustee Vanderhoek reviewed the Finance Manager's highlights of expenses for the month ending July 31, 2021. There is a large warrant for construction projects.



## **11. Director's report**

Executive Director Dilger thanked staff for their preparation for the First Floor Ribbon Cutting ceremony and reported that 72 people attended. Dilger reviewed Illinois Public Library Annual Report statistics comparing fiscal year 2020 to fiscal year 2021. The Library is back to regular hours and more people are starting to come in, which has led to more complaints regarding garage construction, second floor renovation, and closed sections of the Library.

### **a. Updated mask guidance**

Executive Director Dilger reported that, at the request of President Snyder, the management team reviewed mask guidance. Because Palatine now has a high incidence of COVID-19, the Library is now recommending that members wear masks in the building and requiring that members wear a mask in any study or meeting rooms and during one-on-one appointments with staff. Signage has been changed in the building, and the new guidance requirements will be communicated in the member e-newsletter.

### **b. Collection development plan**

Collections Services Manager Violet Jaffe reviewed the collection development plan and talked about how it fits in with the board's Collection Management Policy and the selectors' internal procedures.

## **12. Committee reports**

### **a. Building Renovation Committee**

Committee Chair Vanderhoek reported that the committee met on August 5, 2021. The next meeting will be September 2, 2021, at 4:00 p.m. at the Library. They will continue to review the state of contingency funds.

### **b. Director's Evaluation Committee**

Trustee Snyder requested a meeting for August 27, 2021. Trustee Snyder recommended that committee members review files in the shared One Drive folder for board members.

### **c. Finance Committee**

No report.

d. Minutes Review Committee

No further report.

e. Policy Committee

Committee Chair Westhoff reported that the next meeting will be September 2, 2021, at 9:00 a.m. The committee will review Policy 8—Community Relations and Appendix 8A—Guidelines for Display Cases and Art Exhibits.

e. Succession Plan Committee

Trustee Brauer reported that the committee met on August 2, 2021, and they drafted a new comprehensive succession plan that was provided in the board packet. She asked board to review the plan and provide comments by Monday, August 30, 2021.

**13. Consent agenda**

a. Approval of Minutes

- i. regular meeting of July 20, 2021
- ii. Succession Plan Committee meeting of July 19, 2021
- iii. Director Evaluation Committee meeting of July 27, 2021
- iv. Succession Plan Committee meeting of August 2, 2021

b. Approval of Warrant 2022-02 in the Amount of \$1,248,099.01

c. Receipt of semiannual Statement of Receipts and Expenditures

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

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland. <b>Motion carried.</b>

**14. Correspondence**

Trustee Brauer reported that she received a letter of congratulations from Cook County Board Commissioner Kevin Morrison honoring her for her re-election.

**15. Adjournment**

President Snyder adjourned the meeting at 8:39 p.m.

Approved: 9-21-21

  
\_\_\_\_\_  
Hal Snyder, President

  
\_\_\_\_\_  
Jeffrey Westhoff, Secretary Pro Tem  
Tracy Boland