



**Board of Library Trustees Regular Meeting**  
Jeanette Spillman Westhoff Story Room B  
Main Library, 700 N. North Court, Palatine, IL  
October 19, 2021, 7:00 p.m.

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**Minutes**

**1. Call to order**

President Snyder called the meeting to order at 7:00 p.m. Secretary Westhoff was physically present.

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

Upon roll call, Trustees Boland, Brauer, Jefferson, Snyder, van der Hoek and Westhoff were physically present. Trustee DeRosa was absent.

**3. Approval of agenda**

Trustee van der Hoek added two agenda items as 6.a. Proclamation and 6.e. Teen Advisory Board (TAB), and removed Item 7.b.i. Approval of change order. Trustee van der Hoek moved, seconded by Trustee Brauer, to approve the agenda as amended.

Roll call vote:

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

**4. Introduction of visitors**

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Collection Services Manager Violet Jaffe, Youth & Teen Services Manager Kathy Burns, Member Services Assistant Manager Karen Bollman, Technology Support Specialist Rolando Medrano, Human Resources Associate Karla Nora, Engberg Anderson Architects representative Kristin Richardson, Independent Construction Services representative Dan Eallonardo, Friends of the Library representative Meg Cipar, TAB representative Jane Spencer, and member Emilie Cheng.

**5. Public comment**

None.

Trustee DeRosa arrived at 7:03 p.m.

**6. Liaison reports**

a. Proclamation

Trustee Snyder read a proclamation, naming October 17-23, 2021, as Library Friends and Foundation Week in the Palatine Public Library District and urging everyone to support and thank both organizations for all that they do.

b. Friends of the Library

Friends Treasurer Meg Cipar reported that the Friends are getting ready for the upcoming book sale on November 12-14, 2021. They have 15,000 items available which include DVDs, blu rays, children's books, a collection of art books from the estate of local artist Nancy Fortunato, a collection of 78 and 45 records, and holiday items. They will be using the regular meeting rooms and the Friends room for the sale.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on September 16. Trustee Jefferson and Executive Director Dilger presented information about naming opportunities to the Rotary Club of Palatine on October 4. The Foundation plans to continue to discuss naming opportunities with potential donors. The next meeting is October 20.

d. RAILS/ILA

No report.

e. Teen Advisory Board (TAB)

TAB representative Jane Spencer reported that TAB started back up in September and had a meeting last week. They worked on creating more book displays for the teen area and are creating two TAB sponsored programs in the spring and summer. Their service project will be making collage center pieces for The Bridge Gala fundraiser.

**7. Unfinished business**

a. Branch bids

Kristin Richardson from Engberg Anderson reported that 12 bids were received for the branch renovation. Kristin and Dan Eallonardo from Independent Construction Services conducted a scope review and identified the potential lowest bidder as LJ Morse with a base bid of \$241,670 and recommended this bidder. There were two alternate bids received each for lighting and chimney repair at the Rand Road Branch. However, since the base bid came in favorable to the budget, it was recommended to not take the alternate bids.

i. Award contract for branch renovation

Trustee van der Hoek moved, seconded by Trustee Brauer, to award contract for branch renovations to LJ Morse in the amount of \$241,670 as presented.

Roll call vote:

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

Dan Eallonardo reported that the main and branches renovation projects are under budget by a total of \$864,706. Executive Director Dilger advised that it's anticipated that \$40,000 will be needed for branch technology.

b. Main library renovation update

Executive Director Dilger reported that the contractor, F.H. Paschen, is 98% done with the renovation. Dan Eallonardo reported that there are close out documents which need to be submitted, reviewed, and completed, and there are a few open issues to be resolved which includes the Board Room and Meeting Room 3. F.H. Paschen is about 70% paid. F.H. Paschen is meeting with the Village of Palatine this week regarding their permit which expires December 4, 2021.

c. Garage repairs update

Dan Eallonardo reported that work is proceeding on the concrete repair in the garage, and they are through two phases and nearly complete with the third phase. After the traffic coating was stripped, more areas were identified to be corrected and patched which will cost \$98,991.21. The third phase required additional patching and sealant work which is nearly complete. He anticipates an additional \$160,000 or more in change orders coming. The original contingency fund was \$55,931.50. Trustees discussed adding future garage patch work repair to the next Capital Reserves Study and future inspections.

i. Approval of change order

Trustee Brauer moved, seconded by Trustee van der Hoek, approval of garage concrete change order No. 1 in the amount of \$98,991.21 as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff

Nays: None

Abstain: None

Absent: **Motion carried.**

Executive Director reported that the garage lighting project is out for bid and an addendum is being issued this week to include an alternate bid for temporary lighting in the lower level. Bid recommendations and furniture packages for the branches will be voted on at the Special Board meeting on November 4, 2021.

8. **New business**

a. Approval of policy changes

i. Policy 4—Library Administration

Trustee Westhoff moved, seconded by Trustee van der Hoek, reaffirmation of Policy 4—Library Administration as presented effective November 1, 2021.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff

Nays: None

Abstain: None

Absent: **Motion carried**

ii. Appendix 4A—Role of the Library Trustees

Trustee Westhoff reported that Appendix 4A summarizes the powers of the board as delineated in the state law. Trustees discussed whether to remove it and refer directly to the law in Policy 4. The summary would still be shared with new trustees during orientation.

Trustee Brauer moved, seconded by Trustee van der Hoek, removal of Appendix 4A—Role of Library Trustees effective November 1, 2021.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek,  
and Westhoff  
Nays: None  
Abstain: None  
Absent: **Motion carried**

iii. Appendix 4B—The Role of the Trustee

Trustee Westhoff moved, seconded by Trustee van der Hoek, approval of changes to Appendix 4B—The Role of Library Trustees as presented, effective November 1, 2021.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek,  
and Westhoff  
Nays: None  
Abstain: None  
Absent: **Motion carried**

iv. Appendix 4C—United Libraries Public Library Trustee Ethics Statement

Trustees discussed whether this should remain an appendix and agreed to keep it. Trustee Westhoff moved, seconded by Trustee van der Hoek, approval of changes to Appendix 4C—United Libraries Public Library Trustee Ethics Statement as presented, effective November 1, 2021.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek,  
and Westhoff  
Nays: None  
Abstain: None  
Absent: **Motion carried**

v. Policy 9-51 COVID-19 Vaccination Policy

Executive Director Dilger advised that staff worked closely with HR Source and library attorneys to put together a COVID-19 Vaccination Policy. Employees must provide proof of COVID-19 vaccination or results of a weekly COVID-19 test. Staff will still need to develop internal procedures. Trustees discussed the implementation of the policy.

Trustee Westhoff moved, seconded by Trustee van der Hoek, approval of Policy 9-51 COVID-19 Vaccinations as presented, effective January 1, 2022.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek,  
and Westhoff  
Nays: None  
Abstain: None  
Absent: **Motion carried**

b. Naming rights for branches

Trustee Jefferson moved, seconded by Trustee van der Hoek, approval the addition of the Rand Road Branch and North Hoffman Branch to the list of potential naming opportunities at \$10,000 each for a period of 10 years.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek,  
and Westhoff  
Nays: Non  
Abstain: None  
Absent: **Motion carried**

9. **President's report**

a. Review of Board Advocacy Activities

The Trunk or Treat Halloween event is October 22, 2021, at 6:30 p.m. at Falcon Park Recreation Center.

b. Report on ILA Conference attendance

Trustees Brauer and Snyder attended the conference and provided a report on the virtual sessions they attended.

Trustee Snyder advised that there are due dates for the Director's 2021 Evaluation in the Trustee shared drive. The due date for returning the evaluations is November 30, 2021. The Director Evaluation Committee meeting with the Executive Director is December 9, 2021.

10. **Treasurer's Report**

Trustee van der Hoek reviewed the Finance Manager's highlights of expenses for the month ending September 30, 2021.

a. Update on investments

Trustee van der Hoek provided an overview of current PMA investments. She reported that PMA recommended to increase the long-term investment up to \$4.5 million, which still allows the Library to have liquidity to pay bills and maintain an

investment laddered approach every 6 months. PMA recommended treasury notes over CDs to get the best return at this time.

Trustees discussed the extension of the downtown TIF district and will request someone from the Village of Palatine to provide an update at the November board meeting.

b. Proposed amendments to capital projects budget

Executive Director Dilger reported that PMA advised that 85% of the proceeds from the bond of \$6.1 million must be spent by July 2023. The Library also received \$1.8 million from an Illinois State Library grant. Library staff looked at Capitol Projects budget and determined what other items to include. The garage concrete and lighting were moved from Special Reserves fund to the Capitol Projects fund. An ordinance with these changes and other changes will be voted on at an upcoming board meeting.

**11. Director's report**

a. Request to change staff development half day from February 25, 2022, to February 18, 2022.

Trustee van der Hoek moved, seconded by Trustee Brauer, to close the Library for staff development day on February 18, 2022, instead of February 25, 2022.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff
Nays:	Non
Abstain:	None
Absent:	<b>Motion carried</b>

b. Strategic plan update and discussion

Executive Director Dilger reviewed updates to the Strategic Plan. Dilger recommended extending the framework of the three-year plan for another year thru 2022 and have management staff prepare new action items with regard to the newly renovated Library spaces. Trustees discussed this and agreed with the recommendation.

c. Diversity analysis of collections

Collection Services Manager Violet Jaffe reported on the audit of collections as part of equity, diversity and inclusion (EDI) initiatives. Staff started in January 2021 to identify assessment criteria and points of diversity and how to search in the catalog. They reviewed 1746 items in house in various collections. They also

utilized a diversity audit tool from vendor Ingram to examine other areas of the collection. Staff are 77% complete with this audit. In general, we are doing as well as or better than other public libraries, although there are some areas to address in collection development going forward. Staff created a dashboard for other libraries, many of which are interested in adopting our process.

## **12. Committee reports**

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

Committee Chair van der Hoek reported that the committee met on October 7. The next meeting will be December 2 at 4:00 p.m.

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

President Snyder reported that the committee met on October 5. They drafted a 2021 timeline and revised the tool for evaluation. The next meeting will be December 9 at 4:00 p.m.

### **c. Finance Committee**

The Finance Committee report is under Treasurer's Report. The next meeting will be November 2, at 4:30 p.m. and they will be reviewing the tax levy.

### **d. Policy Committee**

Trustee Westhoff reported that the next meeting will be November 11 at 9:00 a.m. The committee will review Policy 5—Financial Management.

## **13. Consent agenda**

### **a. Approval of Minutes**

- i. public hearing of September 21, 2021
- ii. regular meeting of September 21, 2021
- iii. Policy Committee meeting of October 4, 2021
- iv. Finance Committee meeting of October 5, 2021
- v. Director's Evaluation Committee of October 5, 2021
- vi. Building Renovation Committee meeting of September 2, 2021

### **b. Approval of Warrant 2022-04 in the amount of \$981,619.78**



Trustee Boland moved, seconded by Trustee van der Hoek, approval of the consent agenda as presented.

Roll call vote:

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

#### 14. Correspondence

Trustees received comments on the location of collections.

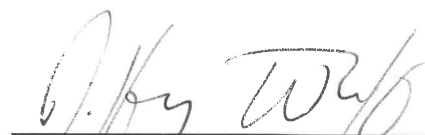
There is a special board meeting on Thursday, November 4, 2021, at 4:00 p.m.

#### 15. Adjournment

President Snyder adjourned the meeting at 9:10 p.m.

Approved: 11-16-21

  
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Hal Snyder, President

  
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Jeffrey Westhoff, Secretary

