



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

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**Agenda**

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
  - a. Friends of the Palatine Library (Friends Treasurer Cipar or designee)
  - b. Palatine Public Library District Foundation (DeRosa)
  - c. RAILS/ILA (Boland)
7. Unfinished business
  - a. Branch bids (Kristin Richardson, Engberg Anderson, and Dan Eallonardo, Independent Construction Services)
    - i. Award contract for branch renovation
  - b. Main library renovation update (Richardson and Dilger)
    - i. Approval of change orders
  - c. Garage repairs update (Eallonardo and Dilger)
    - i. Approval of change order
8. New business
  - a. Approval of policy changes (Westhoff)
    - i. Policy 4—Library Administration
    - ii. Appendix 4A—Role of the Board of Library Trustees
    - iii. Appendix 4B—The Role of the Trustee
    - iv. Appendix 4C—United for Libraries Public Library Trustees Ethics Statement

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.

- v. Policy 9-51 COVID-19 Vaccination Policy
  - b. Naming rights for branches
- 9. President's report (Snyder)
  - a. Review of library board advocacy activities
  - b. Report on ILA Conference attendance
- 10. Treasurer's report (van der Hoek)
  - a. Update on investments
  - b. Proposed amendments to capital projects budget
- 11. Director's report (Dilger)
  - a. Request to change staff development half day from February 25, 2022 to February 18, 2022
  - b. Strategic plan update and discussion (Dilger)
  - c. Diversity analysis of collections (Violet Jaffe, Collection Services Manager)
- 12. Committee reports
  - a. Building Renovation Committee (van der Hoek, Brauer, Westhoff)
  - b. Director's Evaluation Committee (Snyder, van der Hoek)
  - c. Finance Committee (van der Hoek, Brauer, Jefferson)
  - d. Policy Committee (Westhoff, DeRosa)
- 13. 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
    - 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 October 7, 2021
  - b. Approval of Warrant 2022-04 in the amount of \$981,619.78

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## 14. Correspondence

## 15. Adjournment

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