



Board of Library Trustees Regular Meeting
Jeanette Spillman Westhoff Story Room B
Main Library, 700 N. North Court, Palatine, IL
November 16, 2021, 7:00 p.m.

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, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff were physically present.

3. Land acknowledgement

President Snyder read the Palatine Public Library District land acknowledgement, which recognizes that the original inhabitants of the library district included the Algonquian people, including the Myaamia (Miami) and Bodewadmi (Potawatomi) and native groups including Hoocak (Winnebago/Ho'Chunk) and Kiikaapoi (Kickapoo).

4. Approval of agenda

President Snyder approved the agenda as presented.

5. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Communications Manager Andrea Lublink, Human Resources Manager Andrea Aguirre, Technology Manager Susan Connor, Assistant Technology Manager Mike Szwed, Librarian Tracie Padal, Technology Support Specialist Rolando Medrano, Administrative Associate Karla Nora, Engberg Anderson Architects representative Kristin Richardson, PMA representative Bob Lewis, Village of Palatine representatives Reid Ottesen and Mike Jacobs, Friends of the Library representative Meg Cipar, Teen Advisory Board representative Jane Spencer, and member Emilie Cheng.

6. Public comment

None.

7. Liaison reports

a. TAB liaison

Teen Advisory Board representative Jane Spencer reported that TAB did the following: brainstormed ideas for the question of the week board in the teen lounge, started planning for a spring teen job fair, helped out in the Workshop programs, and made plans to assemble finals de-stress kits at upcoming meetings. The TAB executive board took a quick tour of the new areas of the library and presented their service project to members.

b. Friends of the Library

Friends Treasurer Meg Cipar thanked everyone who came to the November book sale and said it was very successful. She reported sales of around \$4,100 in holiday items, \$13,500 in books, \$350 in memberships, and \$195 in Friday night entry fees for a total of around \$18,250. The next book sale will be February 11-13, 2022. Unsold items were recycled.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on October 20. Members discussed strategic planning and ways to increase membership and fundraising. They plan to talk to an outside consultant regarding fundraising ideas. The Foundation has more than \$30,000 in the bank and some of this is designated for naming opportunities. The Foundation also has \$4,000 that came from donations of securities in a brokerage account. The next meeting is November 18.

d. RAILS/ILA

Trustee Boland reported there will be a town hall meeting to provide input on the RAILS strategic plan on November 18 from 9:30-11:30 a.m. RAILS is focusing on unserved residents and is promoting an intergovernmental agreement to provide library cards to unserved areas.

8. Unfinished business

a. Branch renovation update

Executive Director Dilger reported that Library staff met with representatives of the contractor LJ Morse and they have a tentative start date scheduled. The contractor is working on getting permits. Branches will be closed one week before start date to remove items. The renovation is expected to take two months.

b. Main library renovation update

Kristin Richardson from Engberg Anderson Architects reported that the main library is in the final stages of completion. There is a long list of items that the contractor FH Paschen is obligated to complete and there is a meeting with company representatives on November 17 to determine the status of this list. The final payment will not be released until all items are completed. The only major item to be completed is exterior signage.

c. Garage repairs update

Executive Director Dilger shared a photo of the recent garage repairs. The garage was closed last week and this week to complete layers of traffic coating. The garage is tentatively scheduled to reopen on Monday, November 22.

9. **New business**

a. Extension of Downtown Palatine TIF district

Village of Palatine Manager Reid Ottesen presented an overview of TIF (Tax Increment Financing) districts, uses of TIF funds, the TIFs in Palatine, and why an extension is needed of the Downtown Palatine TIF. He discussed the Downtown Palatine TIF District surplus, Palatine Library's share of the TIF district and an intergovernmental agreement with the village. Trustees discussed the TIF extension and potential impact on the Library.

b. Financial impact of extension of Downtown Palatine TIF District

PMA representative Bob Lewis discussed the Downtown Palatine TIF District surplus and potential benefits and risks of a TIF extension.

Trustees agreed that they would like an intergovernmental agreement with the village of Palatine regarding the downtown TIF district.

Trustee van der Hoek moved, seconded by Trustee Brauer, that the Library pursue an intergovernmental agreement with the Village of Palatine stating our willingness to support the Downtown Palatine TIF District extension so long as the Village distributes 100% surplus payment in years 3 through 12.

Roll call vote:

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

Trustee van der Hoek moved, seconded by Trustee Brauer, that the Library Board support the extension of the Downtown Palatine TIF District with the understanding that an intergovernmental agreement will be executed with the Village in December and that the Board direct the executive director to provide a letter of support to the Village.

Roll call vote:

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

c. Authorization of interfund transfers

Trustee van der Hoek moved, seconded by Trustee Brauer, approval of a transfer of \$53,000 from the corporate fund to the tort immunity fund, a transfer of \$666,041.67 from the corporate fund to the bond fund, and a transfer of \$700,000 from the corporate fund to the special reserve fund as presented.

Roll call vote:

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

d. Approval of Ordinance 2022-02

Trustee van der Hoek moved, seconded by Trustee Boland, approval of Ordinance 2022-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022, as presented.

Trustee Brauer pointed out that there was a correction made to this Ordinance, so therefore it was amended. Trustee van der Hoek retracted her motion.

Trustee van der Hoek moved, seconded by Trustee Brauer, approval of Ordinance 2022-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022, as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff
Nays:	None

Abstain: None
Absent: **Motion carried**

e. Approval of Ordinance 2022-03

Trustee van der Hoek moved, seconded by Trustee Brauer, approval of Ordinance 2022-03: Ordinance Abating the Tax Heretofore Levied for the Year 2021 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois as presented.

Roll call vote:

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

10. President's report

a. Review of library board advocacy activities

No report.

President Snyder announced there will be a budget and appropriations hearing on December 21, 2021, at 7:00 p.m. in advance of the regular December board meeting. He reviewed the Director Evaluation Committee key dates, which were in the board packet.

11. Treasurer's Report

Trustee van der Hoek reviewed the finance manager's highlights of expenses for the month ending October 31, 2021. Some transfers were made per the investment recommendations to help generate additional income.

12. Director's report

Executive Director Dilger shared some photos of staff at the Trunk or Treat event.

a. Report on ILA Conference attendance

Five Library staff members gave reports on the sessions they attended at the Illinois Library Association Conference.

13. Committee reports

a. Building Renovation Committee

Committee Chair van der Hoek reported that there was no committee meeting in November due to the special Board meeting. The next meeting will be December 2 at 4:30 p.m.

b. Director's Evaluation Committee

Committee Chair Snyder reviewed director evaluation key dates. The committee's next meeting will be December 9 at 4:00 p.m.

c. Finance Committee

Trustee van der Hoek reported that the Finance Committee met on November 2 and discussed the amendment to the budget and appropriations ordinance, reviewed the tax levy, and discussed the TIF district. They will meet again during budget time.

d. Policy Committee

Committee Chair Westhoff reported that the policy committee did not meet in November.

14. Consent agenda

a. Approval of Minutes

- i. regular meeting of October 19, 2021
- ii. Finance Committee meeting of November 2, 2021

b. Approval of Warrant 2022-05 in the amount of \$840,684.78

Trustee Brauer recommended changes to the October 19, 2021, board meeting minutes on page seven to change "all proceeds" from the bond to "85%" from the bond" and on page eight to change the date of the next Building Renovation Committee meeting to November 4, rather than November 6.

Trustee Brauer moved, seconded by Trustee van der Hoek, approval of the consent agenda as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff
Nays:	None

Abstain: None
Absent: **Motion carried.**

15. Correspondence

Two thank you letters were shared with Trustees.

16. Adjournment

President Snyder adjourned the meeting at 8:41 p.m.

Approved: 12-21-21



Hal Snyder, President

 12/21/21

Jeffrey Westhoff, Secretary