



Board of Library Trustees Regular Meeting
Jeanette Spillman Westhoff Story Room B
Main Library, 700 N. North Court, Palatine, IL
December 21, 2021, 7:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 7:01 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

Vice President Brauer 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

The agenda was approved by general consent.

5. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Technology Support Specialist Rolando Medrano, Administrative Associate Karla Nora, Friends of the Library representative Meg Cipar, Teen Advisory Board representative Jane Spencer, and member Emilie Cheng. Also in attendance by MS Teams were Lauterbach & Amen representative Jaime Wilkey, Youth & Teen Assistant Manager Lupe Colin, and Librarian Brooke Cusmano.

6. Public comment

None.

7. Liaison reports

a. TAB liaison

Teen Advisory Board representative Jane Spencer reported that the TAB executive board watched a presentation by a group of local elementary students. TAB members helped assemble de-stress kits for students preparing for finals, talked about upcoming programs, and signed up for volunteer opportunities.

b. Friends of the Library

Friends Treasurer Meg Cipar reported that with Jill Jensen retiring as President, the Friends board is redistributing her tasks and recruiting new board members. The Friends plan to designate a special area for gift items as part of regular book sales rather than just for the holiday sale. The next book sale will be February 11-13, 2022.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on December 16. The Foundation has about \$34,000 in assets/brokerage accounts. A citizen set up a fundraiser for Giving Tuesday on Facebook that raised \$280.88. Foundation members continue to work on strategic planning with an outside consultant. The next meeting is Thursday, January 20, at 9:00 a.m.

d. RAILS/ILA

Trustee Boland reported the following highlights from RAILS: the RAILS website has a video showing accomplishments for 2021; their 2022 strategic plan draft will be sent to their board in January; they won the ILA Atkinson Award for resource sharing; they moved into a new building in East Peoria; and their Director of Finance is retiring. In 2022 RAILS hopes to help pass state legislation regarding universal services that would give a library board the ability to waive non-resident fees for those under age 18.

8. Unfinished business

a. Branch renovation update

Executive Director Dilger reported that the Rand Road branch renovation work permit came in and construction started on December 20.

b. Garage repairs update

i. Concrete

Executive Director Dilger reported that the concrete work is complete. The last pay application was shared in the board packet.

ii. Lighting

Executive Director Dilger reported that the temporary lighting project is complete and the lower level is open. Contractors are working on stringing the conduit on both levels and closing off sections at a time. The lights are to arrive at the end of January and will be installed then.

c. Ordinance Providing for an Amended Budget and Appropriations of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022.

Trustee van der Hoek moved, seconded by Trustee Brauer, approval of Ordinance 2022-04: Ordinance providing for an Amended Budget and Appropriations of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022, as presented.

Roll call vote:

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

d. Intergovernmental Agreement Between the Village of Palatine and Palatine Public Library District Regarding the Downtown Tax Increment Financing District (TIF)

Trustee DeRosa reported that at the last regular board meeting all Trustees agreed that the Library should pursue an intergovernmental agreement with the Village of Palatine to support the Downtown Palatine TIF District extension so long as the Village distributes 100% surplus payment in years 3 through 12.

Trustee DeRosa moved, seconded by Trustee van der Hoek, approval of the Intergovernmental Agreement Between the Village of Palatine and Palatine Public Library District Regarding the Downtown Tax Increment Financing District as presented.

Roll call vote:

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

9. New business

a. Acceptance of FY202-21 Audit

Lauterbach & Amen representative Jamie Wilkey reviewed the results of the audit. She advised that the audit opinion was a clean audit, which is the highest opinion.

Trustee van der Hoek moved, seconded by Trustee Brauer, acceptance of the FY2020-21 Audit as presented.

Roll call vote:

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

b. Approval of policy changes

i. Policy 5—Financial Management

Trustee Westhoff reported that a Capitol Projects Fund and Bond Fund were added to major funds, there was an increase to the maximum payment for the imprest fund and petty cash, and the prevailing wage language was changed to match state law.

ii. Policy 8-8 Volunteers

Trustee Westhoff reported that volunteers will be required to be vaccinated for COVID-19 effective February 1, 2022. Also, volunteers who use private vehicles for library business must provide proof of state minimum automobile liability insurance and a valid driver's license.

iii. Policy 9-50.8 Emergency Paid Sick Leave

Trustee Westhoff reported that the Emergency Paid Sick Leave due to COVID has been extended thru December 31, 2022.

Trustee Westhoff moved, seconded by Trustee van der Hoek, approval of changes to Policy 5—Financial Management as presented effective January 1, 2022; approval of changes to Policy 8-8 Volunteers as presented effective February 1, 2022; and approval of changes to Policy 9-50.8 Emergency Paid Family Sick Leave 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

c. Illinois Libraries Present: Intergovernmental Agreement for Joint Purchasing of Library Programming, Events, and Services

Trustee Brauer reported that the library has an opportunity to join a pilot program with 66 other libraries who collectively offer programs with high profile speakers. The total cost is \$1,150 for six months (January–June 2022) and is then billed annually thereafter at \$2,300. It offers one virtual program per month with popular authors and speakers. Trustees discussed the importance of marketing this program.

Trustee Brauer moved, seconded by Trustee van der Hoek, approval of Illinois Libraries Present: Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services 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

President Snyder announced there will be an Illinois Library Association (ILA) Zoom Legislative Meet-up on February 21, 2022, from 9:00–10:30 a.m. Trustees Snyder, Westhoff, and DeRosa will attend.

b. Appoint Lock Box Committee

President Snyder appointed Trustees Westhoff and Boland to the Lock Box Committee, with Trustee Westhoff as Chair.

c. Appoint Minutes Review Committee

President Snyder appointed Trustees Brauer and DeRosa to the Minutes Review Committee, with Trustee Brauer as Chair.

11. Treasurer's Report

Trustee van der Hoek reviewed the Finance Manager's highlights of expenses for the month ending November 30, 2021. The Library finalized payments for the main renovation.

12. Director's report

Executive Director Dilger reviewed her report, which was shared in the board packet.

a. Board calendar 2022

Executive Director Dilger reviewed the board calendar of monthly and annual activities.

b. Strategic plan update

i. 2021 progress report

Executive Director Dilger highlighted activities that happened this month at the Library.

ii. 2022 action steps

Executive Director Dilger reviewed the draft 2022 strategic plan action steps. Trustee Boland requested clarification regarding some of the action steps and inquired about green/sustainable efforts. Staff suggested that green initiatives be a focus for 2023 planning.

iii. Report on ILA Conference attendance

Five Library staff members gave reports on the sessions they attended at the Illinois Library Association Conference on October 12-14, 2021.

13. Committee reports

a. Building Renovation Committee

Committee Chair van der Hoek reported that there was no committee meeting in December. The next meeting will be January 6 at 4:00 p.m.

b. Director's Evaluation Committee

Committee Chair Snyder reported that the committee met on December 9 and conducted the Director's evaluation during a closed session.

c. Finance Committee

No report.

d. Policy Committee

Committee Chair Westhoff reported that the committee met in December. The next meeting will be January 6 at 9:00 a.m. and they will review Policy 7– Collection Management and Appendices 7A, 7B, 7C, and 7D.

14. Consent agenda

a. Approval of minutes

i. special meeting of November 4, 2021

ii. regular meeting of November 16, 2021

iii. Policy Committee meeting of December 2, 2021

iv. Director's Evaluation Committee meeting of December 9, 2021

b. Approval of Warrant 2022-06 in the amount of \$1,333,897.79

- c. Ordinance 2022-05 Establishing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2022.
- d. Submission of Illinois State Library Per Capita Grant
- e. Resolution 2022-01 Authorizing Public Library Non-Resident Card Participation and Fees

Trustee van der Hoek moved, seconded by Trustee Brauer, 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:	Motion carried.

15. Correspondence

None.

16. Closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (c) (2)

Trustee van der Hoek moved, seconded by Trustee Boland, to go into closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (c) (2).

Roll call vote:

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

The Board went into closed session at 8:34 p.m. and reconvened at 8:43 p.m. Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff were physically present.

17. Vote on items discussed in closed session

Trustee Jefferson moved, seconded by Trustee van der Hoek, adoption of the new salary scale 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**

18. Closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (c) (1)

Trustee van der Hoek moved, seconded by Trustee Brauer, to go into closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (c) (1).

Roll call vote:

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

The Board went into closed session at 8:45 p.m. and reconvened at 10:22 p.m. Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff were physically present.

19. Vote on items discussed in closed session

Trustee van der Hoek moved, seconded by Trustee Jefferson, approval of the Executive Director salary adjustment of 6.35% as presented effective January 1, 2022. The salary adjustment includes a 1.75% cost of living increase and a 4.6% merit increase.

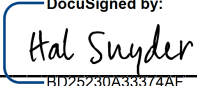
Roll call vote:

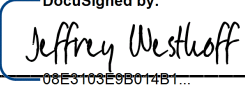
Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek,
and Westhoff
Nays: None
Abstain: None
Absent: **Motion carried**

20. Adjournment

President Snyder adjourned the meeting at 10:23 p.m.

Approved: January 18, 2022

DocuSigned by:

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Hal Snyder, President

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Jeffrey Westhoff, Secretary