



## **Board of Library Trustees Regular Meeting**

Video Conference

January 18, 2022, 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 present by video conference.

#### **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 present by video conference.

#### **3. Land acknowledgement**

Trustee Boland 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 moved, seconded by Trustee van der Hoek, to amend the agenda by removing 14.a.ii. regular meeting minutes of December 21, 2021, under Consent Agenda and moving it to 9.b. New Business.

Roll call vote:

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

#### **5. Introduction of visitors**

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Technology Manager Susan Conner, Youth & Teen Services Manager Kathy Burns, Adult Services Assistant Manager Lizette Ayala, Community Engagement Coordinator Beth Sousa, Administrative Associate Karla Nora,

Independent Construction Services representative Dan Eallonardo, Friends of the Library representative Meg Cipar, Teen Advisory Board (TAB) 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 held its meeting virtually this month. The executive board discussed plans for next month and ideas for an executive board led meeting in April. Board members made Valentine's Day cards for senior citizens and wrote letters to homebound members.

b. Friends of the Library

Friends Treasurer Meg Cipar reported that the Friends are getting ready for the next sale on February 11-13, 2022. The next board meeting is January 19. They are planning to accept credit cards at the next sale and will see if it increases sales.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation last met in December. They are applying for a grant from the Rotary Club of Palatine.

d. RAILS/ILA

Trustee Boland reported that RAILS will have a virtual meeting on January 19 at 10:00 a.m. to give a RAILS member update. Updates will be given on the status on their strategic plan, efforts to expand the Cards for Kids Act, and a grant from the State of Illinois for the Consortium of Academic and Research Libraries in Illinois.

**8. Unfinished business**

a. Branch renovation update

Executive Director Dilger shared pictures of the North Hoffman Branch renovation. Dan Eallonardo reported that demolition work has begun and is nearly complete. The contractor removed all interior walls and fixtures and is in the process of re-assembly. The ceilings have been modified to accept new light

fixtures and there is a new staff area. The carpeting was pulled up and there were concerns with the glue on the original flooring, but lab tests showed it did not contain asbestos. There was an area of water leakage from a drinking fountain and the flooring had to be removed, refilled, and smoothed for the carpet to go down.

Executive Director Dilger shared pictures of the Rand Road Branch. Dan Eallonardo reported that the demolition work is complete. The soffit was modified, the ceiling was prepped, and new ceiling tiles will be installed. Light fixtures are due to arrive in the next two to four weeks, millwork is due at the end of the month, carpet will be ready in the next couple of weeks and painting should begin soon. Construction is generally on schedule and should be completed at the end of February or early March and furniture installed thereafter.

b. Garage repairs update

Dan Eallonardo reported that all the lighting prep work has been completed and they are waiting for the light fixtures. The light fixtures are expected to arrive in late January, and it will take one to two weeks to install them.

c. Main renovation update

Executive Director Dilger reported that there was a pay application for a small amount of work in November and December. The contractor is working with subcontractors to get the remaining punch list completed. The contractor's one year permit was extended for a short time. New fire plans have been installed, and the fire marshall has approved them.

**9. New business**

a. Approval of changes to Policy 7—Collection Management

Trustee Westhoff reviewed the minor changes to Policy 7 and advised there were no changes to Appendices 7A through 7D. Trustee Westhoff moved, seconded by Trustee Brauer, approval of changes to Policy 7—Collection Management as presented effective February 1, 2022.

Roll call vote:

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

b. Regular meeting minutes of December 21, 2021

President Snyder moved, seconded by Trustee van der Hoek, to amend the minutes of the regular meeting of December 21, 2021, under 4. Approval of agenda, to state "The agenda was approved by general consent."

Roll call vote:

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

**10. President's report**

a. Review of library board advocacy activities

Executive Director Dilger announced the date for the Partners for Our Community (POC) Multicultural Carnivale fundraiser on Thursday, March 31, 2022, at the Wojcik Conference Center at Harper College. The Palatine State of the Village by Mayor Schwantz will be February 2, 2022, and Trustees are encouraged to attend. The Illinois Library Association Zoom Legislative Meet-up will be February 21, 2022, from 9:00–10:30 a.m.

b. Acknowledgement of staff effort during the pandemic

President Snyder recognized the Library staff and their extra effort to adapt to changing health guidelines during the pandemic and keep programs going and members safe.

**11. Treasurer's Report**

Trustee van der Hoek reviewed the Finance Manager's highlights of expenses for the month ending December 31, 2021. The Library's main renovation project payout is complete and was under budget.

**12. Director's report**

Executive Director Dilger introduced new Community Engagement Coordinator Beth Sousa. Dilger reviewed monthly and weekly door counts and noted numbers are significantly down with the pandemic. Dilger shared library data from Meristem Advisors LLC which showed that the Library is on average with other libraries regarding operating budget per population.

a. Strategic plan update

Executive Director Dilger shared the strategic plan update.

b. 2020 census report

Adult Services Assistant Manager Lizette Ayala presented an overview of the data results of the 2020 Census for Palatine and its impact on the District.

**13. Committee reports**

a. Building Renovation Committee

Committee Chair van der Hoek reported that renovation updates were previously discussed in the meeting. The next meeting will be February 3 at 4:00 p.m.

b. Director Evaluation Committee

President Snyder reported that the committee's duties are complete and is now discharged.

c. Finance Committee

The Finance Committee has not met and will meet this spring.

d. Lockbox Committee

Trustee Westhoff reported that the committee will meet February 5 at the Palatine Bank.

e. Minutes Review Committee

Trustee Brauer reported that the committee will meet January 28 at 3:00 p.m.

f. Policy Committee

Trustee Westhoff reported that the next meeting will be February 3 at 9:00 a.m. They will review Bylaws, Appendix 0, Policy 1, Appendix 1A, and Policy 2.

**14. Consent agenda**

a. Approval of minutes

i. public hearing of December 21, 2021

ii. Policy Committee meeting of January 6, 2022

iii. Building Renovation Committee meeting of January 6, 2022

b. Approval of Warrant 2022-07 in the amount of \$906,202.11

Trustee Brauer moved, seconded by Trustee Boland, 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**

None.

**16. Adjournment**

President Snyder adjourned the meeting at 7:56 p.m.

Approved: February 15, 2022

DocuSigned by:

*Hal Snyder*

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Hal Snyder, President

DocuSigned by:

*Jeffrey Westhoff*

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Jeffrey Westhoff, Secretary