



Board of Library Trustees Regular Meeting

Video Conference

February 15, 2022, 7:00 p.m.

Minutes

1. Call to order

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

2. Appoint secretary pro tem

President Snyder appointed Trustee Boland secretary pro tempore at the board meeting.

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

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

4. Land acknowledgement

Trustee DeRosa 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).

5. Approval of agenda

President Snyder approved the agenda by general consent.

6. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Youth & Teen Services Manager Kathy Burns, Communications Manager Andrea Lublink, Communications and Marketing Coordinator Maria Gallup, Administrative Associate Karla Nora, Engberg & Anderson representatives Joe Huberty and Kristin Richardson, Friends of the Library representative Meg Cipar, Teen Advisory Board (TAB) representative Jane Spencer, and member Emilie Cheng.

7. Public comment

None.

8. Liaison reports

a. TAB liaison

Teen Advisory Board representative Jane Spencer reported that the executive board discussed ideas for an executive board led meeting in April. The advisory board worked on collage centerpieces for the The Bridge Youth & Family Services gala. The members said goodbye to Teen Library Associate Kaitlin Mathers who is resigning from the Library in February.

b. Friends of the Library

Friends Treasurer Meg Cipar reported that the Friends February book sale was a great success and net sales were approximately \$11,634. This was the first time they offered payment by credit card and they had \$2,400 in credit card sales. The next sale will be in June.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on January 20. They have a balance of \$40,105.46 in their bank account. Their grant request from the Rotary Club of Palatine was approved. There is a Teen Space plaque presentation with Palatine Bank & Trust on February 17 at 2:30 p.m. The Jeannette Spillman Westhoff Story Room A will be dedicated on March 18 at 4:00 p.m. The next meeting will be Thursday, February 17 at 9:00 a.m and they will discuss strategic planning.

d. RAILS/ILA

Trustee Boland reported that RAILS sent out an alert that there is a new Statement of Economic Interest to be completed this year. ILA has legislation that is slowly moving thru the legislative process in Springfield.

9. Unfinished business

a. Main library electrical issue

Engberg Anderson representative Kristin Richardson reported on the issue of water coming through the main electrical feed conduit. While this is not unusual

and not an immediate risk, there was concern in the change in the amount of water coming through. Enberg Anderson and IMEG Engineering reviewed to assess the issue. They need to identify the change that happened and whether the drainage pipes were also compromised and then determine next steps. If amount of water can't be remedied, then it can be concluded that the integrity of the conduit is damaged to an extent that requires repair. They recommend doing a full design analysis to redo the main feed from the transformer as everything is original, and they provided a budget cost for this. The Library has started the process of filing an insurance claim.

b. Branch renovation update

Executive Director Dilger shared pictures of the Rand Road Branch renovation and advised that lighting arrived yesterday and will be installed this week. The millwork (desks and cabinets) also arrived at both locations. Dilger also shared pictures of the North Hoffman Branch renovation. The door frame has been removed and replaced, carpeting was installed and the walls have been painted. They are ready for the lights to be installed and ceiling put in. Furniture for both branches will be delivered at the end of the month.

c. Garage lighting update

Engberg Anderson representative Kristin Richardson reported that the lights were received and are being installed.

c. Main renovation update

Executive Director Dilger reported that the subcontractors have completed more items from the punch list.

10. New business

a. Set criteria for remote board meetings

President Snyder reported that he used Center for Disease Control (CDC) guidance for small and large gatherings to determine whether board meetings should be held remotely. This guidance recommends using the CDC COVID-19 Data Tracker for an area and sets the high risk threshold of more than 100 new cases per 100,000 people. Trustees discussed the criteria for having remote board meetings. Trustee Snyder advised he will use the CDC guidance threshold of high risk being 100+ new cases per 100,000 people for an area, but will also consider other factors taking precedence at the time of the meeting.

b. Renew Rand Road Branch lease

Trustee Jefferson advised that in paragraph 10: Option to Terminate there are some typos. Trustee Brauer advised the first paragraph should refer to Amendment Nine, rather than Eight.

Trustee Jefferson moved, seconded by Trustee Brauer, approval of the Rand Road Branch lease as presented with corrections of typos effective March 1, 2022.

Roll call vote:

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

c. Approval of policy changes

- i. Bylaws
- ii. Appendix 0—Rules of Procedure for Public Meetings and Hearings
- iii. Policy 1—Policy Development

Trustee DeRosa moved, seconded by Trustee van der Hoek, approval of changes to the Bylaws as presented, changes to Appendix 0—Rules of Procedure for Public Meetings and Hearings as presented, and Policy 1—Policy Development as presented, effective March 1, 2022.

Roll call vote:

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

iv. Policy 2—Library cards and Accounts

Trustee DeRosa reported that Policy 2.17 was added regarding extended access to the Library locations during unstaffed hours. Trustees agreed that users must be 16 years of age or older for extended access to the library. Trustee Brauer recommended adding that users must be “at least” 16 years of age in the policy.

Trustee DeRosa moved, seconded by Trustee van der Hoek, approval of changes to Policy 2—Library Cards and Accounts as amended, effective March 1, 2022.

Roll call vote:

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

11. President's report

a. Review of library board advocacy activities

President Snyder announced the following activities:

Thursday, February 17 – Palatine Bank & Trust Teen Space dedication
Monday, February 21 – ILA North Suburban Legislative Meet-up
Saturday, March 12 – St. Patrick's Day Parade
Friday, March 18 – Jeannette Spillman-Westhoff Story Room re-dedication
Thursday, March 31 – Partners for Our Community (POC) Multicultural Carnivale fundraiser at the Wocjik Conference Center at Harper College
Wednesday, April 6 – Palatine State of the Village by Mayor Schwantz
Monday, April 28 – Grand Re-opening of Community Resource Center (CRC) Facility/Rand Road Branch

b. St. Patrick's Day parade, March 12, 2022 at 10:30 a.m.

The Library will be represented in the Palatine St. Patrick's Day parade and line-up is at 10:30 a.m. Trustees Snyder and Boland will participate in the parade. Trustees DeRosa, Jefferson and Snyder will attend the POC Multicultural Carnival.

President Snyder is working with Trustees Boland and Westhoff to set up guidance for secretary pro tem.

12. Treasurer's Report

Trustee van der Hoek reviewed the Finance Manager's highlights of expenses for the month ending January 31, 2022. The Library is still paying out the garage lighting project and branch renovation projects.

13. Director's report

Executive Director Dilger shared her written report.

a. Discussion of in-person programming

Executive Director Dilger reported that Governor Pritzker will be lifting the mask mandate on February 28. The Library will follow suit and will make masks optional for visitors and staff on this date. The Library will strongly recommend members wear a mask for in-person programs. The Library will allow staff to ask a visitor to wear a mask if an interaction is longer than 15 minutes, or the member can make an appointment with a staff member who is comfortable with no masks. The Library is awaiting guidance on the branches as they are each located within a larger building owned by a hospital and park district.

b. Strategic plan update

Member Services Manager Rosalie Scarpelli assisted Assistant Director Gardner with updating the strategic plan this month.

b. Social media and email marketing report

Communications Manager Andrea Lublink reported on the Library's social media marketing efforts and stats on Facebook, Instagram, Twitter, LinkedIn, Google Page and Tik Tok. The Library sends about 30,000 e-news emails each week to the community. E-news emails are also sent to schools, branch members and staff members.

14. Committee reports

a. Building Renovation Committee

Committee Chair van der Hoek reported that the next meeting will be March 3 at 4:00 p.m.

b. Finance Committee

No report.

c. Lockbox Committee

Trustee Boland reported that the committee met February 5 at Palatine Bank & Trust for the bi-annual inspection of the library's lockbox. All contents were in order, however three recordings of executive sessions were not in the lockbox and not listed on the printed inventory. Trustee Boland will transfer the recordings to flash drives and Trustee Westhoff will put these in the lockbox.

d. Minutes Review Committee

Trustee Brauer reported that the committee met February 4. There was a set of minutes from April 20, 2021, still in the safe that had not been approved due to a confidentiality issue. Trustees agreed to allow this set of minutes to be reviewed by the Committee Chairperson and mail it to Trustees. The board will then vote to approve these at the March board meeting. Trustee Brauer asked the board to consider approving any closed session minutes at the next regular board meeting following a closed session meeting. Executive Director Dilger and Trustee Brauer will work on these revising the procedures. Trustee Brauer recommended changes to Policy 4.16 to have the closed session recordings be kept in the library safe, rather than a lock box for ease in reviewing, and all Trustees agreed. The Policy Committee will make this change next time Policy 4 is reviewed.

e. Policy Committee

Trustee DeRosa reported that the committee met on February 3. The next meeting will be March 3 at 9:00 a.m. and they will review Policy 9—Human Resources.

15. Consent agenda

- a. Approval of minutes
 - i. regular meeting of January 18, 2022
 - ii. Committee to Review Closed Session Minutes meeting of January 28, 2022
 - iii. Policy Committee meeting of February 3, 2022
 - iv. Building Renovation Committee meeting of February 3, 2022
 - v. Committee to Review Contents of Lockbox meeting of February 5, 2022
- b. Approval of Warrant 2022-08 in the amount of \$831,286.17
- c. Approval of closed session minutes
 - i. Director Evaluation Committee meeting of December 9, 2021
 - ii. regular Board Meeting of December 21, 2021, first executive session
 - iii. regular Board Meeting of December 21, 2021, second executive session
- d. Approval to make closed session minutes available for public inspection
 - i. Director Evaluation Committee Meeting of December 9, 2021
 - ii. regular Board meeting of December 21, 2021, first executive session
 - iii. regular Board meeting of December 21, 2021, second executive session
- e. Approval to destroy closed session recordings

- i. special meeting of April 7, 2020
- ii. regular Board meeting of June 16, 2020

Trustee van der Hoek moved, seconded by Trustee Jefferson, approval of the Consent Agenda as presented.

Roll call vote:

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

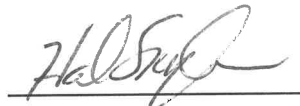
16. Correspondence

Executive Director Dilger shared a thank you letter from the Palatine Township for library staff participating in their Thanksgiving food basket program.

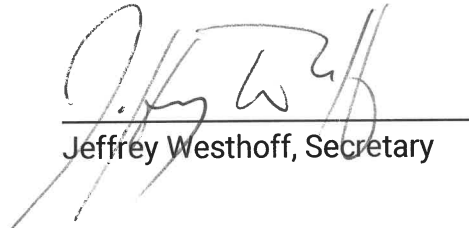
17. Adjournment

President Snyder adjourned the meeting at 8:57 p.m.

Approved: 3-15-22



Hal Snyder, President



Jeffrey Westhoff, Secretary