



Board of Library Trustees Regular Meeting
Story Room B
Main Library, 700 N. North Ct., Palatine, IL
March 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 present.

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

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

3. Land acknowledgement

Trustee van der Hoek 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 made one change to the agenda regarding the trustee designated to read the land acknowledgement. The agenda was approved by general consent as amended.

5. Introduction of visitors

In attendance were Assistant Director Melissa Gardner, Finance Manager Mary Myers, Youth and Teen Services Manager Kathy Burns, Technology Support Specialist Ethan Hoegler, Administrative Associate Karla Nora, Engberg & Anderson representative Joe Huberty (by phone), and member Emilie Cheng.

6. Public comment

None.

7. Liaison reports

a. TAB liaison

No report.

b. Friends of the Library

No report.

c. Palatine Public Library District Foundation

No report.

d. RAILS/ILA

Trustee Boland reported that the ILA Director, Diane Foote, is retiring late this year and their board is working on a transition plan. Congress passed an omnibus bill so appropriations will begin, and the Illinois Library Association (ILA) advised board members to send letters to federal representatives to request funds for their library. The ILA Reporter had two articles on how to write a land acknowledgement statement. A bill that allows library boards to waive non-resident fees for members 18 years of age and younger passed out of the Illinois Senate and into the House.

8. Unfinished business

a. Branch renovation update

Assistant Director Melissa Gardner reported that the branch renovations have been completed and they will both have a soft opening on Thursday, March 17. Staff have been working hard with the move-in the past week.

b. Garage lighting update

Assistant Director Gardner reported that the garage lighting has been completed.

9. New business

a. Capital maintenance plan

Engberg Anderson representative Joe Huberty discussed maintenance repair items in the 2022 Facility Condition Assessment. He reported that the immediate concern is the repair of the water leaking into one of the electrical service feeds. He also discussed the recommended timelines for replacement of the emergency generator, roof, insulation, retaining walls, and parking lot as well as updates to

library areas and meeting rooms not renovated along with the main area of the library.

b. Support for Association of Illinois School Library Educators' Statement on Attempts to Censor or Remove Materials from School Libraries

Trustees agreed to support the Association of Illinois School Library Educators' Statement on Attempts to Censor or Remove Materials from School Libraries.

c. Naming opportunity: Rotary Club of Palatine

The Library Foundation advised that the Rotary Club of Palatine has donated \$10,000 for a room naming opportunity. The funds were received, but the room has not been designated.

10. President's report

a. Review of library board advocacy activities

President Snyder advised that trustees participated in the Palatine Bank & Trust Teen Space dedication, Illinois Library Association north suburban legislative meet-up, and the Palatine St. Patrick's Day parade.

Upcoming activities include the following:

- Jeannette Spillman-Westhoff room re-dedication – March 18, 4:00 p.m.
- Partners for Our Community Multicultural Carnivale fundraiser at the Wocjik Conference Center at Harper College – March 31, 4:30 – 7:30 p.m.
- Palatine State of the Village address – April 6, 8:00 a.m.
- Volunteer appreciation luncheon – April 20, 11:30 a.m.
- North Hoffman Branch grand re-opening – April 21, 10:00 a.m.
- Rand Road Branch grand re-opening – April 28, 10:00 a.m.

President Snyder advised that the board received a letter from the Cook County Clerk's office seeking election judges.

11. Treasurer's Report

Trustee van der Hoek reviewed the finance manager's highlights of expenses for the month ending February 28, 2022. The Library has paid for the branch renovations. The Finance Committee will meet at the end of April or early May to work on the fiscal year 2023 budget.

12. Director's report

Assistant Director Melissa Gardner advised that the Library has a new facilities coordinator, Gage Lupo.

a. Strategic plan update

Assistant Director Gardner shared stats showing that circulation is going up, but door counts are still low. This may be due in part to members getting more materials in less frequent visits and the fine-free policy with members keeping materials longer.

b. Equity, diversity, and inclusion (EDI) training report

Assistant Director Gardner advised that it was a goal for all staff to participate in an EDI training. She reported on three EDI trainings and programs that she participated in: Library Journal Fostering an Antiracist Culture, United Way of Illinois Equity Challenge, and DeEtta Jones: Next Generation Leadership.

13. Committee reports

a. Building Renovation Committee

Committee Chair van der Hoek reported that the committee met on March 3. The next meeting will be April 14 at 4:00 p.m.

b. Finance Committee

No report.

c. Lockbox Committee

No report. President Snyder dismissed this committee.

d. Minutes Review Committee

No report.

e. Policy Committee

Committee Chair Westhoff reported that the committee met on March 3 to review Policy 9—Human Resources. The committee is working on re-organizing this policy and considering floating holidays. The next meeting will be May 5 at 9:00 a.m. and they will continue with their review of Policy 9—Human Resources.

14. Consent agenda

a. Approval of minutes

i. regular meeting of February 15, 2022

ii. Policy Committee meeting of March 3, 2022

iii. Building Renovation Committee meeting of March 3, 2022

iv. closed session minutes of April 20, 2021

b. Approval of Warrant 2022-09 in the amount of \$638,573.06

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

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Snyder, van der Hoek, and Westhoff

Nays: None

Abstain: None

Absent: Jefferson **Motion carried.**

15. Correspondence

President Snyder shared a thank you email from a library member regarding new hearing loops for people with hearing aids. Trustee Brauer advised she received an email from a staff member who was pleased with the library's leadership regarding EDI initiatives.

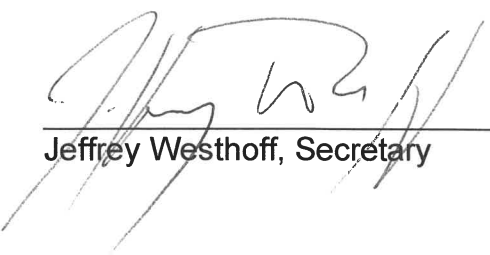
16. Adjournment

President Snyder adjourned the meeting at 8:03 p.m.

Approved: 4-19-22



Hal Snyder, President



Jeffrey Westhoff, Secretary