



Board of Library Trustees Regular Meeting

Board Room

Main Library, 700 N. North Ct., Palatine, IL

April 19, 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, Jefferson, Snyder, van der Hoek, and Westhoff were present.

3. Land acknowledgement

Trustee Jefferson 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 by general consent as presented.

5. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Collection Services Manager Violet Jaffe, Technology Manager Susan Connor, Youth and Teen Services Manager Kathy Burns, Adult Services Assistant Manager Lizette Ayala, Youth & Teen Services Assistant Manager Lupe Colin (by video), Technology Support Specialist Ethan Hoegler, Administrative Associate Karla Nora, Engberg & Anderson representative Joe Huberty (by video), Friends of the Library representative Meg Cipar, Teen Advisory Board (TAB) representative Jane Spencer, members David Hammer and Emilie Cheng.

6. Public comment

None.

7. Liaison reports

a. TAB liaison

TAB representative Jane Spencer reported that TAB members celebrated the seniors who are graduating, created post-it notes art on the first floor of the library, and discussed advertising for the Teen Job Fair on April 30.

b. Friends of the Library

Friends representative Meg Cipar reported that the next book sale is June 24-26, 2022. The Book Nook sales have been doing very well and they have made \$6,000 from sales this past year. They have two new board members, Pete Beata and Rachel Buss. They are getting a lot of book donations for the upcoming sale.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation has a naming opportunity with the Rotary Club of Palatine. They are getting ready for the new Story Walk launch on June 15, 2022, at 10:00 a.m. at Hamilton Reservoir. There are still opportunities to sponsor a story board.

d. RAILS/ILA

Trustee Boland reported that the RAILS had an interesting webinar on April 6 "The Connected Library: Vetting and Partnering with Social Service Providers." The recording can be found on the RAILS website.

8. Unfinished business

a. Branch renovation update

Executive Director Dilger shared photos of the North Hoffman Branch and Rand Road Branch renovations. She advised that some wood doors arrived today and there are few furniture issues outstanding. The main library has a few more items to complete.

Dilger reported that fire proofing was sprayed in the garage last week and there was a change order for \$7,932. The garage repairs should be closed out next month. The library continues to work with Engberg Anderson to investigate the water leak near the parking garage entrance.

b. Capital maintenance plan

Engberg Anderson representative Joe Huberty discussed the differences between the first draft of the capital maintenance plan and the plan presented in

the April board packet. Some major expense items were pushed back, and he discussed the heat pump schedule. Trustees discussed sustainability and the building's safety during a pandemic.

Trustee Jefferson moved, seconded by Trustee van der Hoek, to advance the capital maintenance plan to the financial planners as presented.

Roll call vote:

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

Motion carried

9. New business

a. Approval of naming opportunity: Rotary Club of Palatine

Trustee van der Hoek moved, seconded by Trustee Brauer, approval to name Story Room A in recognition of the Rotary Club of Palatine as presented.

Roll call vote:

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

Motion carried

10. President's report

a. Review of library board advocacy activities

Trustee DeRosa attended the Palatine State of the Village address on April 6.

b. North Hoffman Branch grand re-opening, April 21, 10:00 a.m.

Trustees were reminded of the North Hoffman Branch grand re-opening on April 21 at 10:00 a.m.

c. Rand Road Branch grand re-opening, April 27, 10:00 a.m.

Trustees were reminded of the Rand Road Branch grand re-opening on April 28 at 10:00 a.m. Northwest Community Hospital will have building dedication at 9:30 a.m. on this day.

11. Treasurer's Report

Trustee van der Hoek reviewed the Finance Manager's highlights of expenses for the month ending March 31, 2022. The Finance Committee will meet at the end of April.

12. Director's report

Executive Director Dilger thanked Trustee Boland, TAB student volunteers, and staff for marching in the St. Patrick's Day parade.

a. Strategic plan update

Dilger reported that some items on the strategic plan are in progress for the first quarter.

b. Public Library Association Conference report

Several library staff attended the Public Library Association conference in Portland, OR on March 23-25, 2022. The following staff gave reports on a session they attended:

Susan Connor – Digital Equity & Inclusion

Lizette Ayala – Tools to Tackle Digital Literacy Skills

Violet Jaffe - Pathways to Professional Diversity Through Library Internships

Lupe Colin – Information Power: Getting Your Staff to Love Library Data

Jeannie Dilger – Equity and Inclusion for Employee Well Being

c. Culture Statement

Executive Director Dilger shared the proposed library culture statement with trustees. Staff worked with Amanda Standerfer thru Zoom calls and during staff development training to develop this statement. Dilger said the culture statement will be worked into hiring practices, communicated on our website, intranet, and performance evaluations. Plans are being made to have a cultural committee to develop other ways to promote it within the library.

13. Committee reports

a. Building Renovation Committee

Committee Chair van der Hoek reported that there was no committee meeting in April. The next meeting will be May 5 at 4:00 p.m.

b. Finance Committee

Trustee van der Hoek reported that the committee will meet on Wednesday, April 27 and Friday, April 29.

c. Minutes Review Committee

Trustee Brauer reported that procedure updates are being made and they will be finalized by July or sooner.

d. Policy Committee

Committee Chair Westhoff reported that the committee did not meet in April. 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 March 15, 2022

b. Approval of Warrant 2022-10 in the amount of \$630,207.34

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

All trustees received a letter from a member thanking the Library for returning to in-person programs and services. All trustees received an appreciation card from TAB members in recognition of Library Worker's Day.

16. Adjournment

President Snyder adjourned the meeting at 8:42 p.m.

Approved: 5-17-22



Hal Snyder, President



Jeffrey Westhoff, Secretary