



Board of Library Trustees Regular Meeting

Board Room

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

May 17, 7:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 7:03 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 Westhoff 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 Board approved the agenda as presented by general consent.

5. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner (by video), Finance Manager Mary Myers, Collection Services Manager Violet Jaffe, Lead Cataloger Adriene Galindo, Youth and Teen Services Manager Kathy Burns, Technology Support Specialist Ethan Hoegler, Friends of the Library representative Meg Cipar, and member Emilie Cheng.

6. Public comment

None.

7. Liaison reports

a. TAB liaison

No report.

b. Friends of the Library

Friends representative Meg Cipar reported that the next book sale is June 24-26.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation is getting ready for the new Story Walk launch on June 15, 2022, at 10:00 a.m. at Hamilton Reservoir. The book this year is *Daniel's Good Day* by Micha Archer. In addition, the Foundation board has a strategic planning meeting scheduled for Thursday, May 19.

d. RAILS/ILA

Trustee Boland reported that the RAILS Executive Director announced her retirement for later this year. There are two bills that passed the Illinois House and Senate that could affect the Library:

SB3789: Local Government Efficiency Act, which will require the Board to form a committee to review efficiencies including consolidation. This should occur once within the first year of when the law is passed and at least once every 10 years thereafter.

SB3497: Bill Extending Cards for Kids Act, which will allow the Library to offer a card to any nonresident child. Executive Director Dilger said this would allow the Library to offer cards to all children in School District 15.

8. Unfinished business

None.

9. New business

a. Review of draft Working Budget for Fiscal Year 2022-2023

Treasurer van der Hoek presented the draft Working Budget that the Finance Committee reviewed on April 27 and April 29. Executive Director Dilger reviewed the budget memo.

i. Adjustments to salary scale to accommodate minimum wage increases

The Board is reviewing the salary schedule earlier this year because it will need a graduated increase to cover the rise in minimum wage. The Finance Committee used the proposed scale to form the rest of the budget.

Trustee van der Hoek moved, seconded by Trustee Brauer, adoption of the adjusted salary scale to accommodate minimum wage increases as presented effective January 1, 2023.

Roll call vote:

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

ii. Working Budget FY2022-2023

Executive Director Dilger advised that staff met with financial advisers PMA to review the plan and there are some slight adjustments in the property tax levy income, which is around \$300,000 less than anticipated.

Dilger advised that scoping on the electrical/water issue was completed, and a report was provided. There are a few problems to fix, and architects Engberg Anderson would like a structural engineer to review it. Funds were allocated to cover this project.

The Board will consider approving the working budget at its June meeting.

b. Approval of policy Changes

i. Policy 3-2 Holidays

Trustee Westhoff advised that Policy 3-2 repeats the holiday information in Policy 9-40 and is redundant.

Trustee Westhoff moved, seconded by Trustee van der Hoek, approval of changes to Policy 3-2 Holidays as presented, effective June 1, 2022.

Roll call vote:

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

ii. Policy 9—Human Resources

Trustee Westhoff advised that there were many minor changes made to Policy 9. The first substantial change is Policy 9-41, which is being changed to Floating Holidays rather than Birthday and Personal Days and increases the number of days off. Referral and retention bonuses for staff were added due to recent struggles of finding and retaining staff.

Westhoff reported that Executive Director Dilger planned to reorder Policy 9 to make its organization more logical. A proposed index was presented. Westhoff advised the Board that the Policy Committee would present the reordered Policy 9 for approval at the June Board meeting.

Trustee Westhoff moved, seconded by van der Hoek, approval of Policy 9—Human Resources as amended, effective July 1, 2022.

Roll call vote:

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

c. Approval of days closed for FY 2022-2023

Trustee DeRosa moved, seconded by Trustee van der Hoek, approval of the days closed for fiscal year 2022-2023 as presented.

Roll call vote:

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

Trustee Brauer observed that the closure for the Sunday before Independence Day is not listed in Policy 9-40. Executive Director Dilger will bring forward a revision for Policy 9-40 at the June Board meeting to accurately reflect the Sunday before Independence Day when Independence Day falls on a Monday.

d. Trustee vacancy

Trustee van der Hoek will be moving outside the district soon, creating a Board vacancy. President Snyder appointed Trustee Brauer and Trustee Boland to the search ad hoc committee with Trustee Brauer as chair. The committee will work with the Library administration to post the vacancy. The person appointed will fill the vacancy until the April 2023 election.

10. President's report

a. Review of Library Board advocacy activities

No report.

b. Treasurer vacancy.

Trustee Jefferson agreed to be Treasurer for the next year.

11. Treasurer's Report

Trustee van der Hoek reviewed the finance manager's highlights of expenses for the month ending April 30, 2022. The Finance Committee will meet in June to look at the PMA financial plan.

12. Director's report

Executive Director Dilger reported that employee turnover was at 21% for 2021 and has remained steady for the past four years. Dilger shared trends on door counts and circulation. Circulation is almost back to levels before the pandemic, but door counts are still lower than pre-pandemic levels. It's assumed that frequent Library users have returned, and e-book usage is up. Circulation and door counts were up during April due to member appreciation month, with circulation up to 2019 levels.

a. Public Library Association Conference report

The following staff gave a report on the session they attended at the Public Library Association conference in Portland, Oregon, on March 23-25:

Adriene Galindo – Horrible, Evil Library Books: Intellectual Freedom Standards in Customer Service
Melissa Gardner – Facilitating EDI Discussions

b. Strategic plan update

Executive Director Dilger reported that a library space audit was conducted last week, and a report will be provided.

13. Committee reports

a. Building Renovation Committee

Committee Chair van der Hoek reported that there was no committee meeting in May. She suggested the committee be disbanded and replaced by a standing committee for building maintenance. President Snyder referred the change to the Policy Committee.

b. Finance Committee

Trustee van der Hoek reported that the committee will meet on June 7, 2022, at 11:00 a.m. to discuss the PMA financial plan.

c. Minutes Review Committee

No report.

d. Policy Committee

Committee Chair Westhoff reported that the committee met on May 5. The next meeting will be June 9 at 9:00 a.m., and they will discuss Policy 2—Library Cards and Accounts.

14. Consent agenda

a. Approval of minutes

i. regular meeting of April 19, 2022

b. Approval of Warrant 2022-11 in the amount of \$896,416.37

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

Ayes: None

Abstain: None

Absent: **Motion carried.**

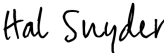
15. Correspondence

The Library received a thank you from the POC and a Library member.

16. Adjournment

President Snyder adjourned the meeting at 8:12 p.m.

Approved: June 21, 2022

DocuSigned by:

BD25230A33374AF...
Hal Snyder, President

DocuSigned by:

08E3103E9B014B1...
Jeffrey Westhoff, Secretary