



Board of Library Trustees Regular Meeting
Video Conference
June 21, 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. Approval of agenda

The Board approved the agenda as presented by general consent.

4. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Collection Services Manager Violet Jaffe, Technology Manager Susan Conner, Administrative Associate Karla Nora, PMA Securities representative Andrew Kim, Friends of the Library representative Meg Cipar, and members Melissa Ortega, Sydney Whitley, and Emilie Cheng.

5. Public comment

Trustee Brauer moved, seconded by Trustee Boland, to limit public comment per speaker to three minutes.

Roll call vote:

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

Executive Director Dilger reported that ten written comments were received by email regarding the Pride kit craft at the Library. All ten comments were read aloud thru a text reader.

Palatine resident Melissa Ortega spoke in support of flying the Pride flag at the Library during the month of June. Palatine resident Sydney Whitley spoke in support of inclusivity and understanding of the LGBTQ community. An unknown person made a written comment on the chat during the meeting regarding gender transitioning concerns.

6. Liaison reports

a. Friends of the Library

Friends representative Meg Cipar reported that the book sale is the weekend of June 24-26. They have some new categories and have reduced the prices on CDs and increased the prices of vinyl records due to demand.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on June 16. The Foundation is continuing strategic planning regarding communication and advocacy, growing their donor base, and increasing membership. The Foundation requested to have a joint meeting with Board members to discuss ongoing advocacy. Board members agreed to meet with the Foundation. The Foundation has assets of \$50,906.04 and will be contributing to the library this month.

c. RAILS/ILA

Trustee Boland reported that the next Illinois Library Association conference will be on October 18-20, 2022.

7. Unfinished business

a. Approval of Working Budget for Fiscal Year 2022-2023

Trustee van der Hoek moved, seconded by Trustee Jefferson, approval of the Working Budget 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.

8. New business

a. Presentation of financial management plan

PMA Securities representative Andrew Kim reviewed the financial forecasting model for the Library which covered two main topics: 1) Levy Sheet which projects property tax revenues for ten years; and 2) Fund Projections for the Corporate Fund, Special Reserve Fund, and Nonmajor Government Funds.

The Library has a number of capital projects to address over the next twenty years in order to maintain and improve the Library building and the services provided through it. The financial management plan was established with fiscally conservative assumptions that will assist the Library in preparing for the proposed projects. The results of the plan indicate that the Library has the wherewithal to finance the projects without compromising the financial health of the Library over the next ten years. The plan was created assuming the Library does not issue bonds in 2023 as had been previously planned.

Trustee Jefferson moved, seconded by Trustee Boland, acceptance of the financial management plan 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.

b. Approval of policy changes

- i. Policy 2—Library Cards and Accounts
- ii. Appendix 2A—Certain Rules and Restrictions on the Use of Services and Facilities
- iii. Appendix 2B—Schedule of Fees and Charges
- iv. Appendix 2C—Schedule of Loan Periods and Restrictions

Trustee Westhoff advised that the Cards for Kids law passed recently, allowing non-residents under age 18 to get a library card with no fee. Policy 2 was changed accordingly.

Trustee Westhoff moved, seconded by Trustee van der Hoek, approval of changes to Policy 2—Library Cards and Accounts; Appendix 2A—Certain Rules and Restrictions on the Use of Services and Facilities; Appendix 2B—Schedule of Fees and Charges; and Appendix 2C—Schedule of Loan Periods and Restrictions as presented 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.**

v. Policy 3-20 Flags

Trustee Westhoff advised this is a new section that allows the Library to fly flags from the flagpole at the Main Library to correspond to the federal government's months of observation. Executive Director Dilger suggested looking at past presidential proclamations as a guide and will recommend a list of flags to the Board.

Trustee Westhoff moved, seconded by Trustee Boland, approval of Policy 3-20 Flags as presented 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.**

vi. Policy 9—Human Resources

Trustee Westhoff advised that the policy was re-organized to make it more logical. There were minor changes to types of employees and clarification of the July 4 holiday.

Trustee Westhoff moved, seconded by Trustee Brauer, approval of Policy 9—Human Resources as presented 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.**

9. President's report

a. Review of library board advocacy activities

The StoryWalk presentation was canceled on June 15 due to high heat and was rescheduled for Wednesday, June 29, at 10:00 a.m. The Palatine 4th of July parade is Saturday, July 2, at 11:00 a.m. Trustees were invited to walk in the parade.

Trustee Snyder appointed Trustee Brauer as chair for the Minutes Review Committee and Trustee DeRosa as a member.

10. Treasurer's Report

Trustee van der Hoek reviewed the finance manager's highlights of expenses for the month ending May 31, 2022.

11. Director's report

Executive Director Dilger shared a report on Member Appreciation Month and noted the impact it had on attendance. There continues to be an increase in the number of items checked out and in door counts at all locations. More programs have been offered this year over last year and program attendance has increased 60% over last year.

a. Strategic plan update

Assistant Director Melissa Gardner shared an update on the strategic plan in the board packet.

12. Committee reports

a. Finance Committee

No report. The committee will need to meet in August to review the Budget and Appropriations.

Trustee Snyder thanked Trustee van der Hoek on behalf of the Board for her commitment to the Board as a Trustee, past president, and committees chair since she joined the Board in 2016.

b. Minutes Review Committee

Trustee Brauer reported that updated procedures for minutes are complete and in the Board's shared folder. The procedures should be reviewed by the

secretary, any potential secretary pro tem, and committee chairs. The committee members agreed to serve another review cycle.

c. Policy Committee

Committee Chair Westhoff reported that the committee will meet on July 7 at 9:00 a.m. They will review Policy 6—Library Facilities and Policy 10—Digital and Maker Resources.

d. Trustee Search Committee

Trustee Brauer reported that Committee met and has a timetable that was sent to Trustees for review. The Board agreed on an application deadline of July 29, 2022. The Board discussed translating the application or fliers regarding the vacancy. The plan is to schedule interviews in August and appoint and swear in the new member at the September Board meeting.

13. Consent agenda

a. Approval of minutes

i. Finance Committee meeting of April 27, 2022

ii. Finance Committee meeting of April 29, 2022

iii. Policy Committee meeting of May 5, 2022

iv. regular meeting of May 17, 2022

v. Policy Committee meeting of June 9, 2022

vi. Trustee Search Committee meeting of June 10, 2022

b. Approval of Warrant 2022-12 in the amount of \$842,102.38

c. Approval of Ordinance 2022-06 Authorizing Levy of an Additional Tax for the Purchase of Sites and Buildings; for the Construction and Equipment of Buildings; for the Rental of Buildings Required for Library Purposes; and for the Maintenance, Repairs, and Alteration of the Library Building and Equipment

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.**

14. Correspondence

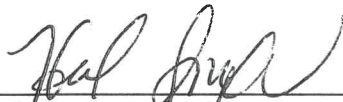
The Board received a thank you note from the Hungarian community for including a Hungarian section in World Languages.

15. Adjournment

President Snyder adjourned the meeting at 9:10 p.m.

Approved: _____

7-19-22



Hal Snyder, President



Jeffrey Westhoff, Secretary

