



Board of Library Trustees Regular Meeting
Rennack-McElroy Board Room, Main Library
700 N. North Court, Palatine, IL
August 16, 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 Brauer, DeRosa, Jefferson, Snyder, and Westhoff were present. Trustee Boland was absent.

3. Approval of agenda

Trustee Brauer moved seconded by Trustee Snyder, to amend item 8.c. to be presented by Trustee Brauer rather than Trustee Boland. The Board approved the agenda as amended by general consent.

4. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Administrative Associate Karla Nora, Technology Support Specialist Ethan Hoegler, staff member Jean Bolliger, Friends of the Library representative Meg Cipar, and members Emilie Cheng, Mary Spila, and Tom Arends.

5. Public comment

Tom Arends thanked the library staff for good access to materials and services at the library.

6. Liaison reports

a. Friends of the Library

Friends representative Meg Cipar reported that the Friends are getting ready for the next book sale on October 14-16. They are hosting an appreciation event on September 14 to thank the Friends of the Library volunteers.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on July 21 and has \$16,975.70 in assets. The Foundation Board is preparing for a joint meeting with the Board of Trustees on August 24. The Foundation is planning to have a Giving Tuesday campaign and annual campaign for end of year fundraising. The next meeting will be August 18.

c. RAILS/ILA

Executive Director Dilger reported that the Illinois Library Association annual conference will be October 18-20, 2022. Trustee Day will be on Thursday, October 20. Trustee DeRosa said she will attend on this date.

7. Unfinished business

a. Appointment to fill trustee vacancy

The Trustee Search Committee met on August 2. The interview questions and applications were shared with trustees and are available in the trustee shared folder. The Board will meet as a Committee of the Whole on August 29 at 6:30 p.m. to conduct interviews.

8. New business

a. Budget and appropriations draft 2022-2023

Trustee Jefferson advised that the draft budget and appropriations will be reviewed in detail by the Finance Committee and will be voted on at the September regular Board meeting. Questions or comments can be made to Executive Director Dilger or Finance Manager Mary Myers.

b. Approval of policy changes

i. Policy 11—Private Policy

Trustee Snyder moved, seconded by Trustee Brauer, approval of changes to Policy 11—Privacy Policy as presented, effective September 1, 2022.

Roll call vote:

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

ii. Policy 9-10.5 COVID-19 Vaccinations

Executive Director Dilger reviewed the policy changes and noted the proposed change to no longer require staff who are not vaccinated to take a weekly COVID-19 test due to costs and hardship in finding testing sites. Trustee Snyder moved, seconded by Trustee DeRosa, approval of changes to Policy 9-10.5 COVID-19 Vaccinations as presented, effective September 1, 2022.

Roll call vote:

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

c. Certification of the Illinois Public Library Annual Report (IPLAR) to the State Library

Trustee Brauer moved, seconded by Trustee Snyder, to approve and submit the IPLAR report to the Illinois State Library as presented.

Roll call vote:

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

9. President's report

a. Review of library board advocacy activities

No report.

b. Joint meeting with Library Foundation

Trustee Snyder reminded the Board of the special board meeting with the Palatine Library Foundation on Wednesday, August 24. The purpose of the meeting is to determine how the Board can assist the Foundation in its efforts for fundraising, advocacy, and recruiting new members.

c. Land acknowledgment best practices

Trustee Snyder reviewed the recommendations for using the land acknowledgement statement. The Board discussed how to use the statement and issues regarding equity, diversity, and inclusion (EDI). Trustees thanked the Library's EDI committee for preparing the statement. Trustee Snyder advised that he will read the statement at the September board meeting and will consider trustees comments to determine how to move forward.

10. Treasurer's Report

Trustee Jefferson reviewed the Finance Manager's highlights of expenses for the month/fiscal year ending July 31, 2022.

11. Director's report

Executive Director Dilger thanked Trustee Westhoff and all those who participated in the Fourth of July parade, especially staff member Jean Bolliger for helping to create the parade float.

Dilger discussed how the Library has benefited from funding from the Palatine Rotary and encouraged board members to support the Palatine Rotary Oktoberfest on September 16-18.

Dilger reviewed the Illinois Public Library Annual Report's data for fiscal years 2020, 2021, and 2022 and discussed changes in the reference questions, circulation, self-checkout, and meeting/study room use.

a. Strategic plan mid-year update

Executive Director Dilger shared the strategic plan progress report.

12. Committee reports

a. Finance Committee

Trustee Jefferson reported that the next meeting is September 6 at 5:00 p.m. The committee will discuss the budget and appropriations, annual review of investments, and interfund transfers.

b. Minutes Review Committee

Trustee Brauer reported that committee met on August 8. The annual secretary's audit was completed and the records were accurate. There were no new closed session minutes for review and one set of closed session minutes continues to require confidentiality. Two recordings were eligible for destruction. President Snyder discharged this committee.

c. Policy Committee

Committee Chair Snyder reported that the committee met on August 4. The next meeting will be on September 1 at 9:00 a.m.

d. Trustee Search Committee

Trustee Brauer reported on this committee earlier in the meeting under 7.a.

13. Consent agenda

a. Approval of minutes

- i. regular meeting of July 19, 2022
- ii. Trustee Search Committee meeting of August 2, 2022
- iii. Policy Committee meeting of August 4, 2022

b. Approval to destroy closed session recordings

- i. regular Board meeting of December 15, 2020, first executive session
- ii. regular Board meeting of December 15, 2020, second executive session

c. Approval of Warrant 2023-02 in the amount of \$619,018.95

Trustee Brauer moved, seconded by Trustee Jefferson, approval of the Consent Agenda as presented.

Roll call vote:

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

14. Correspondence

None.

15. Adjournment

President Snyder adjourned the meeting at 7:52 p.m.

Approved: 9-20-22



Hal Snyder, President



Jeffrey Westhoff, Secretary