



Minutes

1. Call to order

President Snyder called the meeting to order at 7:04 p.m. Secretary Westhoff was present.

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

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

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, Youth & Teen Department Manager Kathy Burns, Adult Services Librarian Carly Thompson, Administrative Associate Karla Nora, Technology Support Specialist Ethan Hoegler, Friends of the Library representative Meg Cipar, and member Emilie Cheng.

5. Public comment

None.

6. Appointment to fill Trustee vacancy

Trustee Boland reported that Trustee van der Hoek moved out of district so the Board had to appoint a new trustee. The Trustee Search Committee solicited applications and the Committee of the Whole interviewed candidates on August 29. During the Committee of the Whole meeting, the Board approved the appointment of Bhumika Puklin as the new trustee.

7. Administration of oath of office

Secretary Westhoff administered the oath of office to Trustee Bhumika Puklin.

8. Liaison reports

a. Friends of the Library

Friends representative Meg Cipar reported that the Friends received a large donation of 150 boxes of books. They are planning to have a pop-up sale of paperback books on Friday, September 30, from noon to 4:00 p.m. and Saturday, October 1, from 10:00 a.m. to 2:00 p.m. in Meeting Room 2. The Friends are getting ready for the next regular book sale on October 14-16, 2022.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on August 18 and also met with the Board of Trustees on August 24. The Foundation has \$16,159.75 in assets. Foundation members continue to discuss fundraising activities including Giving Tuesday and an annual campaign. The Foundation board's next meeting will be October 20.

c. RAILS/ILA

Trustee Boland reported a new state law was enacted that gives district library boards 90 days to fill a vacancy. The Illinois Library Association conference is October 18-20 and has several sessions for trustees.

9. Unfinished business

None.

10. New business

a. Approval of Ordinance 2023-01 Budget and Appropriations 2022-2023

Trustee Jefferson moved, seconded by Trustee Boland, that Ordinance 2023-01, an ordinance providing for the Budget and Appropriations of the Palatine Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023, be adopted as presented.

Roll call vote:

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

b. Authorization of interfund transfers

- i. Transfer \$700,000 from corporate fund to special reserve fund
- ii. Transfer of \$54,000 from corporate fund to tort immunity fund
- iii. Transfer of \$561,850 from corporate from to bond fund

Trustee Jefferson moved, seconded by Trustee Boland, approval of the transfer of \$700,000 from corporate fund to special reserve fund, the transfer of \$54,000 from corporate fund to tort immunity fund, and the transfer of \$561,850 from corporate fund to bond fund as presented.

Roll call vote:

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

c. Approval of policy changes

- i. Policy 3—Library Operations

Trustee Snyder moved, seconded by Trustee Boland, approval of changes to Policy 3—Library Operations as presented, effective October 1, 2022.

Roll call vote:

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

- ii. Appendix 3A—Hours of Operations

Trustee Snyder reviewed the hours of operations changes and extended access changes. Trustee Snyder moved, seconded by Trustee Jefferson, approval of changes to Appendix 3A—Hours of Operation as presented, effective October 1, 2022.

Roll call vote:

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

iii. Appendix 3B—ALA Code of Ethics

Trustee Snyder moved, seconded by Trustee DeRosa, approval of changes to Appendix 3B—ALA Code of Ethics as presented, effective October 1, 2022.

Roll call vote:

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

11. President's report

a. Review of library board advocacy activities

Trustees Snyder and DeRosa represented the Library at the Farmer's Market on September 10. Trustees attended the Rotary Club Oktoberfest.

b. Recognition of outgoing trustee

Trustees discussed how to recognize outgoing trustees and gift ideas.

12. Treasurer's Report

Trustee Jefferson reviewed the Finance Manager's highlights of expenses for the month ending August 31, 2022. He reported that real estate tax revenues have not been received yet.

13. Director's report

Executive Director Dilger shared collection statistics regarding the number of new items added and items withdrawn in Fiscal Year 2021-22. The Library is working with Engberg Anderson to redesign the Member Services desk area. Dilger showed drawings of this area and what new furniture may look like.

a. E-content update

Carly Thompson, Adult Services Librarian, provided a presentation entitled: *E-content: Platforms, Access, Selection and Cost*. She reviewed the three entertainment platforms Overdrive, Hoopla, and Kanopy and provided detailed information regarding how electronic items are selected and their rising costs.

b. Summer Reading Program wrap-up

Kathy Burns, Youth & Teen Department Manager, reported that the Library had a great Summer Reading Program with registrations up 26%. She thanked the Friends of the Library for their support and all who helped make it happen. Of the approximately 5,200 participants, 56% finished the program, and 46,000 books were read.

14. Committee reports

a. Finance Committee

Trustee Jefferson reported that the committee met in August to discuss the budget and appropriations, annual review of investments, and interfund transfers. The next meeting is November 4.

b. Policy Committee

Committee Chair Snyder reported that the committee met on September 1. The next meetings will be on October 6 to review Policy 8—Community Relations and on November 3 to review Policy 4—Library Administration.

c. Trustee Search Committee

Trustee Snyder discharged this committee.

15. Consent agenda

a. Approval of minutes

- i. Minutes Review Committee of August 8, 2022
- ii. regular Library Board meeting of August 16, 2022
- iii. special Library Board meeting of August 24, 2022
- iv. Committee of the Whole meeting of August 29, 2022
- v. Policy Committee meeting of September 1, 2022

Trustee Jefferson moved, seconded by Trustee DeRosa, approval of the consent agenda as presented.

Roll call vote:

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

16. Approval of Warrant 2023-03 in the amount of \$588,109.72

Trustee Puklin moved, seconded by Trustee Jefferson, approval of Warrant 2023-03 in the amount of \$588,109.72 as presented.

Roll call vote:

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

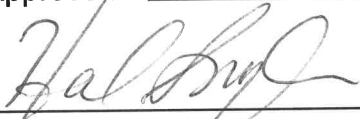
17. Correspondence

None.

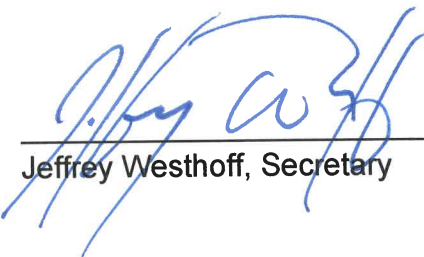
18. Adjournment

President Snyder adjourned the meeting at 8:04 p.m.

Approved: 10-18-22



Hal Snyder, President



Jeffrey Westhoff, Secretary