



Board of Library Trustees Regular Meeting
Rennack-McElroy Board Room, Main Library
700 N. North Court, Palatine, IL
October 18, 2022, 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, Snyder, and Westhoff were present. Trustee Jefferson was absent.

3. Approval of agenda

President Snyder approved the agenda by general consent as presented.

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, Administrative Associate Karla Nora, Lauterbach & Amen representative Riley Martin, Friends of the Library representative Meg Cipar, Teen Advisory Board members Sameer Ilyas and Dylan Bago, and member Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Library

Friends representative Meg Cipar reported that the Friends had two recent successful book sales and thanked Library staff and volunteers for their assistance. The pop-up book sale brought in \$2,000, and the October book sale had \$12,695.64 in sales of books and entry fees. The Friends received a

donation of new DVDs and Blu-rays and are planning to have a pop-up sale of these items on December 3 in Meeting Room 2. The next regular book sale will be February 10-12, 2023.

b. Palatine Public Library District Foundation

No report.

c. RAILS/ILA

Trustee Boland reported that the Illinois Library Association annual conference took place the same week as the Board meeting and two trustees would attend on October 20. There was no legislative news to report. On the ballot for the November 8 election is the Illinois Secretary of State, who is also the State Librarian. The ILA interviewed both Secretary of State candidates with library-related questions and posted their responses on the ILA website.

d. Teen Advisory Board (TAB)

TAB liaison Sameer Ilyas reported that TAB had a second meeting in October and chose their executive board. TAB members introduced their annual service project for the Winter Reading program, which will be collaborating with sponsors to raise funds for Northwest Special Recreation Association. The board brainstormed fundraising ideas at their meeting.

7. Unfinished business

None.

8. New business

a. Acceptance of FY2021-2022 Audit

Riley Martin from Lauterbach and Amen, reviewed the results of the FY2021-2022 audit. He reported that the Library has a clean audit opinion. The recommendations were to review the Governmental Accounting Standards Board new lease criteria in conjunction with the Library's current leases and to investigate the causes of a few funds being over budget.

Trustee Brauer moved, seconded by Trustee Boland, acceptance of the FY2021-2022 audit as presented.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Puklin, Snyder, and Westhoff
Nays:	None
Abstain:	None

Absent: Jefferson
Vote: Motion carried.

b. Approval of policy changes

i. Policy 8—Community Relations

Trustee Brauer moved, seconded by Trustee Puklin, approval of changes to Policy 8—Community Relations as presented, effective November 1, 2022.

Roll call vote:

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

ii. Appendix 8A—Guidelines for Display Cases and Art Exhibits

Trustee Puklin moved, seconded by Trustee Brauer, approval of changes to Appendix 8A—Guidelines for Display Cases and Art Exhibits as presented, effective November 1, 2022.

Roll call vote:

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

c. Resolution 2023-01 Authorizing Flags to be Flown at the Main Library

Trustee Boland moved, seconded by Trustee Brauer, to approve Resolution 2023-01 Authorizing Flags to be Flown at the Main Library.

Roll call vote:

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

9. President's report

a. Review of library board advocacy activities

Two trustees are attending the Illinois Library Association conference on October 20.

b. Report on Equity, Diversity, and Inclusion webinar

Trustee Brauer reported that she attended a webinar entitled "Building Racial Equity and Diversity into your Board Culture." Trustees discussed additional training opportunities for EDI.

10. Treasurer's Report

Finance Manager Mary Myers reviewed the highlights of expenses for the month ending September 30, 2022.

11. Director's report

Executive Director Dilger shared her monthly report and discussed the potential of joint training with two other area libraries boards on equity, diversity, and inclusion. Dilger reported that stay interviews were conducted with staff. Dilger thanked staff for volunteering at the Palatine Rotary Oktoberfest, which raised \$264,00 to support local organizations.

a. Space audit

Executive Director Dilger reviewed the results of the space audit conducted in May by David Vinjamuri from ThirdWay Brand Trainers. She reviewed a heat map based upon circulation in various areas of the Library and reviewed the audit's recommendations.

12. Committee reports

a. Building and Grounds Committee

The committee plans to meet in January or February to discuss major projects.

b. Director's Evaluation Committee

The committee plans to meet soon.

c. Finance Committee

No report.

d. Policy Committee

The next meeting will be on November 3 at 9:00 a.m. and the committee will review Policy 4—Library Administration.

13. Consent agenda

a. Approval of minutes

- i. public hearing of September 20, 2022
- ii. regular meeting of September 20, 2022
- iii. Policy Committee meeting of October 6, 2022

b. Approval of Warrant 2023-04 in the amount of \$546,122.80

c. Approval of Resolution 2023-02 to Appoint IMRF Authorized Agent

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

Roll call vote:

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

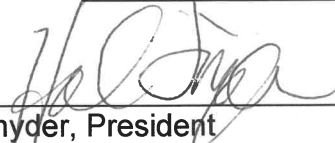
14. Correspondence

The library received an email from a member commending a Tinkercad class and its instructors.

15. Adjournment

President Snyder adjourned the meeting at 8:17 p.m.

Approved: 11-15-22



Hal Snyder, President



Jeffrey Westhoff, Secretary