



## **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, Brauer, DeRosa, Jefferson, Puklin, Snyder, 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 Assistant Director Melissa Gardner, Finance Manager Mary Myers, Youth & Teen Department Manager Kathy Burns, Collection Services Manager Violet Jaffe, Technology Manager Susan Conner, administrative associate Karla Nora, Friends of the Library representative Meg Cipar, Teen Advisory Board liaisons 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 are getting ready for the February 2023 book sale. They received a donation of eight boxes of brand new DVDs and Blu-rays of movies and television shows and are planning to have a pop-up sale of them on Saturday, December 3, from 10:00 a.m. to 4:00 p.m.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation board members met on November 10 and discussed planning for their annual campaign. They will have a banner on their page for Giving Tuesday and will be stuffing envelopes for a December 1 mailing. The Foundation has \$20,629.14 in assets.

c. RAILS/ILA

Trustee Boland reported that Illinois has a new secretary of state, Alexi Giannoulas, who is also the new state librarian. She suggested that the Board send him a note of congratulations, as well as to the new state senators and representatives in the Library District.

d. Teenage Advisory Board (TAB) Liaison

Sameer Ilyas reported that TAB is working on the Winter Reading Program activities. Its members will be making sticky note art on the back library windows again. They are awaiting approval of a service project with Northwest Special Recreation Association, this year's Winter Reading Program beneficiary organization.

**7. Unfinished business**

None.

**8. New business**

a. Approval of Ordinance 2023-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023.

Trustee Jefferson moved, seconded by Trustee Boland, approval of Ordinance 2023-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023, as presented.

Roll call vote:

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

b. Approval of Ordinance 2023-03: Ordinance Abating the Tax Heretofore Levied for the Year 2022 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois

Trustee Jefferson moved, seconded by Trustee Brauer, approval of Ordinance 2023-03: Ordinance Abating the Tax Heretofore Levied for the Year 2022 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois

Roll call vote:

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

c. Report on intellectual freedom

Collections Services Manager Violet Jaffe and Adult Services librarian Art Krull presented a report on intellectual freedom and book challenges. This report was presented to Library staff at its staff development day to ensure staff felt comfortable and safe with members regarding this topic and understood the basis for intellectual freedom. Trustees discussed how the Board can be prepared to respond to any book or program challenges.

d. Resolution 2023-03 Supporting Access to Diverse Materials, Programs, and Services

Due to an increase in challenges of book banning across the country and to show solidarity with other libraries around the country, the Palatine Library proposed a resolution to be explicit in how the Library views and implements access to diverse materials, programs, and services.

Trustee Brauer moved, seconded by Trustee DeRosa, approval of Resolution 2023-03 Supporting Access to Diverse Materials, Programs, and Services as presented.

Roll call vote:

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

e. Permission to open at 10:00 a.m. Wednesday, December 7, 2022, for staff holiday breakfast.

Trustee Brauer moved, seconded by Trustee DeRosa, approval of the Palatine Public Library District to open at 10:00 a.m. on Wednesday, December 7, for a staff holiday breakfast.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff

Nays: None

Abstain: None

Absent: None

Vote: Motion carried

f. Approval of policy changes

i. Policy 4—Library Administration

ii. Appendix 4A—The Role of the Trustee

iii. Appendix 4B—United for Libraries Public Library Trustees Ethics Statement

iv. Appendix 4C—The Role of the Executive Director

Trustee Snyder reviewed the changes to Policy 4 and Appendix 4C. There were no changes to Appendix 4A or Appendix 4B.

Trustee Snyder moved, seconded by Trustee Boland, approval of changes to Policy 4—Library Administration and Appendix 4C—The Role of the Executive Director as presented effective December 1, 2022.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff

Nays: None

Abstain: None

Absent: None

Vote: Motion carried.

## 9. **President's report**

a. Review of Library Board advocacy activities

Trustee Boland reported that she briefly met Gov. J.B. Pritzker and expressed appreciation for the per capita grant.

b. Report on ILA conference

Trustees DeRosa and Puklin attended the Illinois Library Association conference in October and reported on the sessions they attended regarding trustee topics. They were impressed with how involved the Palatine Library staff was with ILA presentations.

**10. Treasurer's Report**

Trustee Jefferson reviewed the finance manager's highlights of expenses for the month ending October 31, 2022. He reported that the library has sufficient cash in the bank and some funds were received from the Personal Property Replacement Tax, but real estate tax revenues have not been received yet.

**11. Assistant Director's report**

a. Reports on ILA conference from Library staff

Assistant Director Melissa Gardner reported that several staff attended the Illinois Library Association conference in October. Library staff gave the following reports:

Melissa Gardner: "It Takes a Village: Connections Between Public Libraries and Public Health" and "Whole Person Librarianship—Social Services in Public Libraries"

Aдриene Galindo: "Going Off Book—Discoverability of Non-Traditional Library Collections"

Mike Szwed: "Building Cultural Awareness in Diverse Communities"

Selicia Applegate: "Using the Maker Movement to Stay Connected"

Susan Conner: "Building Stronger Communities Together: Public Libraries and Credit Unions"

b. Report on member programming survey

Andrea Lublink, Communications Department manager, reported that the Library conducted a program survey during September and received 220 responses from members. The goals were to find out about members' frequency of attendance at programs, what benefits they experienced, and to give members an opportunity to share their ideas and comments. The Communications staff plans to interview members for feedback on the print newsletter in spring 2023.

c. Strategic plan update

The director's report and strategic plan updates were provided in the Board packet and Trustees had no comments or questions.

**12. Committee reports**

a. Building and Grounds Committee

Committee chair Westhoff reported that this committee will meet in early 2023.

b. Director's Evaluation Committee

Committee chair Snyder reported that the committee will meet November 18 to start the evaluation process.

c. Finance Committee

Trustee Jefferson reported that the committee met November 1. Committee members discussed the tax levy, cash flow, and investments.

d. Policy Committee

Committee Chair Snyder reported that the committee met on November 3. The next meetings will be on December 1 to review Policy 9—Human Resources and on January 5, 2023, to review Policy 5—Finance.

**13. Consent agenda**

a. Approval of minutes

- i. Finance Committee meeting of September 6, 2022
- ii. regular Library Board meeting of October 18, 2022
- iii. Policy Committee meeting of November 1, 2022

b. Approval of Warrant 2023-05 in the amount of \$537,365.50

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

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff

Nays: None

Abstain: None

Absent: None

Vote: Motion carried.

**14. Correspondence**

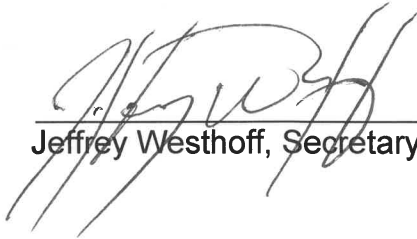
None.

**15. Adjournment**

President Snyder adjourned the meeting at 8:23 p.m.

Approved: 12-20-22

  
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Hal Snyder, President

  
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Jeffrey Westhoff, Secretary

