



**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, Puklin, Snyder, and Westhoff were present. Trustee Boland was absent.

**3. Approval of agenda**

Trustee Brauer requested that agenda item 13.c. Ordinance 2023-04 Establishing the Time, Place, and Date of the Regular Meetings of the Board of Library Trustees for the Palatine Public Library District for Calendar Year 2023, be moved to New Business as item 8.c to correct meeting dates. Trustee Snyder 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, Adult Services Librarian Carly Thompson, Administrative Associate Karla Nora, Friends of the Library representative Kathleen Sweeney, and Teen Advisory Board liaison Sameer Ilyas. In attendance by video conference were Communications Manager Andrea Lublink, Collection Services Manager Violet Jaffe, Communications Coordinator Maria Galuppo, and Marketing & Engagement Coordinator Maridsa Choute.

**5. Public comment**

None.

**6. Liaison reports**

a. Friends of the Library

Friends representative Kathleen Sweeney thanked those who attended the DVD/Blu-ray pop-up sale and reported it yielded \$3,883.50 in sales. The Friends are getting ready for the next sale on February 10-12, 2023, and received a collection of hardcover classics for the sale.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation had an envelope-stuffing meeting on December 1 for the Giving Tuesday campaign. The next meeting will be January 19, 2023.

c. Reaching Across Illinois Library System (RAILS)/Illinois Library Association

Executive Director Dilger reported that RAILS still has an interim director.

d. Teen Advisory Board (TAB) Liaison

Sameer Ilyas reported that TAB met last week and worked on post-it/pixel art on the first-floor windows.

**7. Unfinished business**

None.

**8. New business**

a. Discussion of Clayson House partnership.

Trustee Brauer reported that as part of a local intergovernmental agreement, the Palatine Library owns Clayson House while the Palatine Park District covers maintenance of the house. The Park District asked for assistance with the maintenance bills or for the Library to consider selling the house to the Park District.

Executive Director Dilger provided a history of the Clayson House partnership with the Palatine Park District and Palatine Historical Society along with an overview of the Park District's maintenance costs. The Library initially contributed grant money and purchased the house but has not been contributing financially for some time. The Palatine Park District's costs have increased each year, and the Palatine Historical Society has done a good job working with the Park District to maintain and operate the house.

Trustees discussed issues related to keeping or selling the property and agreed to sell the house with certain conditions. Executive Director Dilger will prepare a letter to the Palatine Park District to set up a meeting regarding selling the property.

b. Approval of policy changes

i. Policy 9-2.1 Working Hours

Executive Director Dilger reported that Policy 9-2.1 Working Hours has changes per the One Day Rest in Seven Act and changes regarding breast milk breaks and restroom breaks.

Trustee Snyder moved, seconded by Trustee Brauer, approval of changes to Policy 9-2.1 Working Hours as presented, effective January 1, 2023.

Roll call vote:

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

ii. Policy 9-7.3 Bereavement

Executive Director Dilger reported that Policy 9-7.3 changes were made to comply with the new Family Bereavement Act.

Trustee Snyder moved, seconded by Trustee Brauer, approval of changes to Policy 9-7.3 Bereavement as presented, effective January 1, 2023.

Roll call vote:

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

c. Ordinance 2023-04 Establishing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2023.

Trustee Brauer reported that three meeting dates need to be changed: April 19 should be April 18, May 18 should be May 16, and June 16 should be June 20.

Trustee Brauer moved, seconded by Trustee DeRosa, approval of Ordinance 2023-04 Establishing the Time, Place, and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar

Year 2023, as amended.

Roll call vote:

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

**9. President's report**

- a. Equity, Diversity, and Inclusion (EDI) training on February 4, 2023, 9:00-11:30 a.m.

Executive Director Dilger advised that there is an EDI training for trustees at Schaumburg District Library on February 4. Members of the Schaumburg Township Library District and the Algonquin Area Public Library District will also attend. The presenter will be Elizabeth Lindsey Ryan. The training will be published as a special board meeting. Trustees discussed social distancing measures for the training, and Dilger will check on this.

- b. Partners for Our Communities (POC) Annual Fundraiser on February 9, 2023, 4:30 – 6:30 p.m.

The POC Annual Fundraiser will be held at Harper College on February 9. Trustees Snyder, Westhoff, DeRosa, and Puklin advised they will attend.

- c. Review of library board advocacy activities

None.

- d. Implementation of decennial committee on local government efficiency

Executive Director Dilger reported that there is a new state law that requires the Library Board to form a committee every 10 years to study the efficiency of the Library District and report recommendations to the Cook County Board. The Board president must appoint the committee consisting of all trustees plus at least two district residents to serve one year. The first duty of the committee is for the chair to appoint two residents to the committee. Trustees Snyder and Brauer will take on this duty and present the residents at the January Board meeting. Trustee Snyder reviewed the duties of the committee. A report must be provided to the Cook County Board within 18 months of the committee's formation. Executive Director Dilger suggested aligning the committee with the upcoming strategic planning process.

## 10. Treasurer's Report

Trustee Jefferson reviewed the finance manager's highlights of expenses for the month ending November 30, 2022. He reported that the Library has sufficient cash on hand and investments are doing well, but property tax payments have not been received yet.

## 11. Director's report

Executive Director Dilger reviewed the study room use statistics and reported that their use has climbed back to pre-COVID levels.

### a. Reports on Illinois Library Association conference from Library staff

Library staff gave the following reports regarding sessions attended at the ILA conference:

Jeannie Dilger: "Post COVID-19: Employee and Employer Relationship"

Jeannie Dilger (presenter): "Fair Compensation – Implementing Minimum Wage and Market Adjustments"

Carly Thompson/Violet Jaffe (presenters): "Measuring Your Collection: How to Get Started with Collection Diversity Audits"

Violet Jaffe: "Tech Services Ignite!"

Carly Thompson: "De-Escalation: A Critical Tool in Libraries for Promoting Intellectual Freedoms"

Maria Gallupo: "Library Tok – Libraries Embracing TikTok as a Form of Engagement"

Andrea Lublink: "Build Facilitation Skills for Better Meetings and Increased Community Engagement"

Maridsa Choute: "Building Cultural Awareness in Diverse Communities"

### b. Strategic plan update

Assistant Direct Gardner provided the strategic plan update in the board packet. Executive Director Dilger reported that there will be a final report for this strategic plan in January.

### c. Board calendar 2023

The Board calendar for 2023 was shared with Trustees.

## 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 met November 18 and prepared a timeline. There are no future meetings.

### c. Finance Committee

Committee Chair Jefferson reported that the committee met in November and will not be meeting again until 2023.

### d. Policy Committee

Committee Chair Snyder reported that the committee met on December 1. The next meeting will be on January 5, 2023, to review Policy 5—Financial Management.

## 13. Consent agenda

### a. Approval of minutes

- i. Finance Committee meeting of November 1, 2022
- ii. public hearing of November 15, 2022
- iii. regular meeting of November 15, 2022
- iv. Director Evaluation Committee meeting of November 18, 2022
- v. Policy Committee meeting of December 1, 2022

### b. Approval of Warrant 2023-06 in the amount of \$1,103,509.44

### c. Submission of Illinois State Library Per Capita Grant

### d. Resolution 2023-04 Authorizing Public Library Non-Resident Card Participation and Fees

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

Roll call vote:

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

**14. Correspondence**

A thank you email was received from a library member regarding a program, and a thank you letter was received from the Rotary Foundation for a donation.

**15. Closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (c) (1).**

Trustee DeRosa moved, seconded by Trustee Jefferson, to go into closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (c) (1).

Roll call vote:

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

The board went into closed session at 8:35 p.m. and reconvened to open session at 9:58 p.m.

**16. Vote on items discussed in closed session**

Trustee Snyder moved, seconded by Trustee DeRosa, approval of the Executive Director's merit increase and cost of living adjustment of 6% and an additional week of vacation per year in recognition of five years of service.

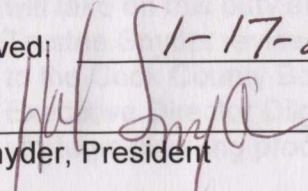
Roll call vote:

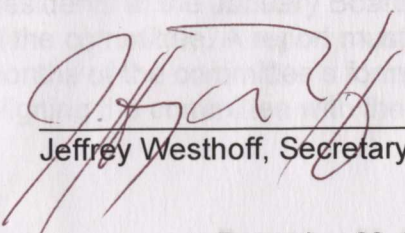
Ayes: Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff  
Nays: None  
Abstain: None  
Absent: Boland  
Vote: Motion carried.

**17. Adjournment**

President Snyder adjourned the meeting at 10:00 p.m.

Approved:

1-17-23  
  
Hal Snyder, President

  
Jeffrey Westhoff, Secretary