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

**3. Approval of Agenda**

President Snyder 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 Services Manager Kathy Burns, Collection Services Manager Violet Jaffe, Human Resources Manager Zach Davis, Community Engagement Coordinator Beth Sousa, 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 preparing for the next book sale on February 10-12, 2023, and they will have some fine hardcover classic books for sale. The Friends are excited to support the new spring reading program with prizes and have received funding requests for the summer reading program.

b. Palatine Public Library District Foundation

Executive Director Dilger reported that the foundation moved its next meeting to January 24, 2023, at 7:00 p.m.

c. Reaching Across Illinois Library System /Illinois Library Association

Trustee Boland reported that in December, the Consolidated Appropriations Act was passed and signed into law. It included the Library Services and Technology Act that had an increase of \$13 million. The new Illinois secretary of state, Alexi Giannoulias, has a community survey seeking ideas and expertise regarding library enhancements. Trustee Boland encouraged Trustees, members and the community to complete this survey. The December 2022 issue of Illinois Library Association Reporter featured Aliya Estes, a Palatine Library employee, as a recipient of the Sylvia Murphy Williams Scholarship. The Illinois Youth Services Institute is having a conference in March.

d. Teen Advisory Board Liaison

Sameer Ilyas reported that Teen Advisory Board members began making friendship bracelets for their service project for the Northwest Special Recreation Association.

**7. Unfinished Business**

None.

**8. New Business**

a. Member Services Lobby Remodel Update.

Executive Director Dilger provided an overview of the proposed plans to remodel the lobby area that includes moving the book drop area to the front of the library, having three checkout stations that are height adjustable, and adding a marketplace area to feature new popular books and the Library of Things. The project is ready to be sent for quotes. Governmental contract pricing will be used for the new furniture, and minor construction of the area will occur in April with minimal disruption for the public. Future considerations for this space were discussed. They included an automated sorter, a reconfigured space for the Friends of the Library, and carpeting and improved Wi-Fi for the meeting rooms.

b. Strategic Planning Process

President Snyder reported there will be a new Board Planning Committee to guide the process of preparing the new strategic plan. President Snyder

appointed Trustee Brauer as the chair of this committee and Trustees Westhoff and Boland as members.

c. Approval of Changes to Policy 5—Financial Management

Executive Director Dilger advised that minor changes were made to Policy 5 and that the Policy Committee is using new guidelines to review all policies through an equity, diversity, and inclusivity lens.

Trustee Snyder moved, seconded by Trustee DeRosa, approval of changes to Policy 5—Financial Management as presented, effective February 1, 2023.

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. Equity, Diversity, and Inclusion Training on February 4, 2023, 9:00-11:30 a.m.

President Snyder reminded Trustees of the special Board meeting for equity, diversity, and inclusion training at the Schaumburg Township District Library on February 4.

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

President Snyder reminded Trustees of the Partners for Our Communities annual fundraiser at Harper College on February 9. Executive Director Dilger said the Palatine Library is a sponsor of this event.

c. Review of Library Board Advocacy Activities

The Palatine Library will be participating in the Palatine St. Patrick's Day parade on Saturday, March 11, at 11:00 a.m. in downtown Palatine. Trustees were invited to participate.

d. Appoint Minutes Review Committee

President Snyder appointed Trustee Brauer as chair of the Minutes Review Committee and Trustees DeRosa and Puklin as members.

## 10. Treasurer's Report

Executive Director Dilger reviewed the finance manager's highlights of expenses for the month ending December 31, 2022. She reported that the Library had received \$2.2 million in property taxes and \$15,000 from replacement taxes.

## 11. Director's Report

Executive Director Dilger reviewed items in her report from the Board packet. She reviewed statistics for collection services, circulation, volunteers, and social media.

### a. Strategic Plan Final Report

Executive Director Dilger reviewed the 2019-2022 strategic plan final report.

### b. Community Engagement Report

Community Engagement Coordinator Beth Sousa provided an overview of her activities for the past year. These included referral services for members, mental health training and resources for staff, and community involvement. She provided a written summary of activities and stats to Trustees.

## 12. Committee Reports

### a. Building and Grounds Committee

Committee Chair Westhoff reported the committee will meet on Wednesday, January 25, 2023, at 6:00 p.m.

### b. Decennial Committee

President Snyder reminded Trustees that they are all part of this committee. Two Palatine residents were appointed to this committee, Meg Cipar and Tracie Padal.

### c. Finance Committee

No report.

### d. Policy Committee

Committee Chair Snyder reported that the next meeting will be on February 2, 2023, to review Policy 7—Collection Management.

**13. Consent agenda**

- a. Approval of Minutes
  - i. Regular Board Meeting of December 20, 2022
  - ii. Policy Committee Meeting of January 5, 2023
- b. Approval of Warrant 2023-07 in the Amount of \$660,561.14
- c. Receipt of Semiannual Statement of Receipts and Expenditure (in compliance with 50 ILCS 305/1)

Trustee Brauer moved, seconded by Trustee Boland, 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**

None.

**15. Adjournment**

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

Approved: 2-21-23

  
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Hal Snyder, President

  
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Jeffrey Westhoff, Secretary

