



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, Jefferson, Puklin, Snyder, and Westhoff were present. Trustee DeRosa 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, Technology Manager Susan Conner, Youth & Teen Services Manager Kathy Burns, Collection Services Manager Violet Jaffe, Human Resources Manager Zach Davis, Administrative Associate Karla Nora, Teen Advisory Board liaison Dylan Bago, and member Emilie Cheng. Engberg Anderson Architects representative Kristen Richardson attended remotely via MS Teams.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Executive Director Jeannie Dilger reported that the Friends had a busy and successful book sale on February 10-12. They reported around \$11,000 in sales with about half of this in credit card sales.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on January 24 and discussed past fundraising activities and fundraising for new story boards for the StoryWalk this spring. The Foundation has \$24,365.22 in its bank and PayPal accounts and has one new member. The next meeting will be February 22 at 7:00 p.m.

c. Reaching Across Illinois Library System /Illinois Library Association

Trustee Boland reported that the Illinois Library Association advised that legislative events will focus on making legislative endeavors hyperlocal and encouraged library advocates to meet with elected officials from their districts. To prepare for this, the ILA is offering two webinars: "Get Ready to Advocate" on February 22 and "Library 101 for Legislators" on February 27.

New Secretary of State Alexi Giannoulias released a transition report that had three library goals: 1) reduce the 1 million Illinois residents underserved by libraries, 2) increase interlibrary use, and 3) support freedom of thought. His office will offer libraries opportunities for technology grants.

d. Teen Advisory Board Liaison

Dylan Bago reported that Teen Advisory Board brainstormed ideas for teen summer programs, reviewed teen winter reading program stats, and continued making friendship bracelets for their service project for the Northwest Special Recreation Association.

7. Unfinished Business

a. Award contracts for Member Services lobby area

Executive Director Dilger provided an overview of the areas to be remodeled on the first floor in Member Services. It will include replacing desks, shelving, painting, carpeting, and some electrical and basic construction.

i. Award contract for interior renovation to L.J. Morse in the amount of \$24,999

Trustee Westhoff moved, seconded by Trustee Boland, to award contract for interior renovation to L.J. Morse in the amount of \$24,999.

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

Nays: None
Abstain: None
Absent: DeRosa
Vote: Motion carried

ii. Award contract for library furnishings to Library Furniture International in the amount of \$66,154.86

Trustee Westhoff moved, seconded by Trustee Brauer, to award contract for library furnishings to Library Furniture International in the amount of \$66,154.86.

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

iii. Award contract for bookstacks and end panels to Library Furniture International in the amount of \$20,756

Trustee Westhoff moved, seconded by Trustee Snyder, to award contract for bookstacks and end panels to Library Furniture International in the amount of \$20,756.

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

iv. Award contract for library custom furniture to Library Furniture International in the amount of \$14,906

Trustee Westhoff moved, seconded by Trustee Brauer, to award contract for library custom furniture to Library Furniture International in the amount of \$14,906.

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

Absent: DeRosa
Vote: Motion carried

8. **New Business**

a. Remodel of second floor staff areas

i. Overview of project

Trustee Westhoff reported that the Building and Grounds Committee toured the second-floor staff areas to become familiar with the spaces and understand the challenges staff are experiencing in their workspaces. This included a large workroom with about 25 cubicles and limited storage, a staff lounge, a former locker room, a former server room, mail room/storage area, a small staff workroom used by the communications staff and a couple of office spaces. The overall goal is to provide more organized storage space and efficient workspace. Engberg Anderson Architects met with Library managers and staff to discuss efficiency, storage needs, staff utilization of space, and priorities.

ii. Project Budget

Executive Director Dilger reviewed the timeline of planning meetings and anticipates going out for bid in September 2023. Dilger reviewed different funding options from the remaining Illinois State Library grant, Capital Projects Fund and Special Reserve Fund that ranged from \$750,000 to \$1.2 million. Kristen Richardson of Engberg Anderson advised the total area of the project is about 9,000 square feet and \$150 per square foot is typical price estimate for this type of construction project as a starting point. However, there are several factors to consider such as furniture, plumbing, reconfiguration of space, permits, fees, etc., that will factor into the cost. Trustees discussed how to balance project budget needs with the Library's future capital needs. Trustees agreed they need further information before determining a budget amount.

b. Approval of new energy provider

The current utility contracts are expiring. Staff compared current pricing with the Northern Illinois Municipal Electric Cooperative and recommend staying with current providers, Engie and Vanguard, for two years.

Trustee Brauer moved, seconded by Trustee Jefferson, to approve signing a two-year contract with Engie and Vanguard for electrical and gas service as presented.

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

c. Approval of Changes to Policy 7–Collection Management

Trustee Snyder advised that minor changes were made to Policy 7 to modernize wording, licensing of tech materials, and limit the number of challenges to materials to one request per member at any one time with the Board’s final decision on the challenge standing for five years. Trustee Jefferson recommended changes to the last sentence of Policy 7-9.3.f. to state “A decision on the item will not be reconsidered for five years once that decision has been made.”

Trustee Snyder moved, seconded by Trustee Puklin, approval of changes to Policy 7–Collection Management as amended, effective March 1, 2023.

Roll call vote:

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

9. President’s Report

a. Review of Library Board advocacy activities

Trustee Brauer plans to give a tour of the Palatine Library to a Schaumburg library trustee in late March.

b. St. Patrick’s Day parade, March 11 at 11 a.m.

President Snyder reminded Trustees about the St. Patrick’s Day parade on Saturday, March 11.

c. Equity, Diversity, and Inclusion training

Trustees provided feedback on the Equity, Diversity, and Inclusion training they attended on February 4 at the Schaumburg library.

10. Treasurer's Report

Trustee Jefferson reviewed the finance manager's highlights of expenses for the month ending January 31, 2023. He reported that the Library received \$2.2 million in property taxes and encouraged Trustees to look at the spending categories since it's the middle of the fiscal year.

11. Director's Report

Executive Director Dilger reported that the Library had a successful winter reading program, which benefitted the Northwest Special Recreation Association this year. Dilger reviewed statistics for circulation and extended access at the branches.

a. Phishing and cybersecurity report

Susan Conner, Technology Department manager, provided a report on phishing and cybersecurity at the Library. She discussed cyber-attacks, multifactor authentication, and a new training program, KnowB4, that is being provided to Library staff and Trustees. All are currently being trained on how to identify and report phishing. Multifactor authentication will be set up on all staff email accounts.

b. Hoffman Estates Chamber Mayor's Breakfast

Assistant Director Melissa Gardner was unable to attend the Hoffman Estates Chamber of Commerce's mayor's breakfast. As part of library legislative advocacy, Executive Director Dilger and Assistant Director Gardner invited all local legislators for a breakfast meeting. They recently met with two state legislators, Mary Beth Canty and Michelle Mussman, to discuss library legislation, funding, and the decennial committee.

12. Committee Reports

a. Building and Grounds Committee

Committee Chair Westhoff reported the committee met on Wednesday, January 25.

b. Decennial Committee

This committee has not met yet.

c. Finance Committee

No report.

d. Minutes Review Committee

Trustee Brauer reported that the committee met on February 10 to review closed session minutes from July to December 2022. There were no audio recordings eligible for review. Recommendations to approve closed session minutes are in the consent agenda. Trustee Snyder discharged this committee.

e. Planning Committee

The committee will meet on Wednesday, March 15, at 7:00 p.m.

f. Policy Committee

The committee met on February 2. The next meeting will be Thursday, April 6, and the committee will review Policy 10—Digital and Maker Resources.

13. Consent agenda

a. Approval of Minutes

- i. regular Board meeting of January 17, 2023
- ii. minutes of the Building and Grounds Committee meeting of January 25, 2023
- iii. minutes of the Policy Committee Meeting of February 2, 2023
- iv. special Board meeting of February 4, 2023
- v. minutes of the Minutes Review Committee meeting of February 10, 2023

b. Approval of Warrant 2023-08 in the amount of \$553,427.79

c. Approval of closed session minutes

- i. Regular Board meeting of December 20, 2022

d. Approval to make closed session minutes available for public inspection

- i. Regular Board meeting of December 20, 2022

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

Roll call vote:

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

14. Correspondence

The Library received a thank you note from Illinois Library Association for being an institutional member and a thank you note from Palatine Township for participation in the Thanksgiving basket and Angel Tree programs. Trustees were invited to a Library Administrators Conference of Northern Illinois trustee banquet on Friday, May 19, from 6-11 p.m. in Oak Brook.

15. Closed session for the purpose of deliberations concerning compensation of specific employees in compliance with 4 ILCS 120/2 (c) (1)

Trustee Brauer moved, seconded by Trustee Boland, to go into closed session for the purpose of deliberations concerning compensation of specific employees in compliance with 5 ILCS 120/2 (c) (1)

Roll call vote:

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

The Board went into closed session at 9:00 p.m. and reconvened to open session at 9:31 p.m.

16. Adjournment

President Snyder adjourned the meeting at 9:31 p.m.

Approved: March 21, 2023



Hal Snyder, President



Jeffrey Westhoff, Secretary