



Board of Library Trustees Regular Meeting
Rennack-McElroy Board Room, Main Library
700 N. North Court, Palatine, IL
April 18, 2023, 7:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 7:05 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, Snyder, and Westhoff were physically present. Trustee Puklin was absent.

3. Approval of Agenda

President Snyder requested to remove Item 8.a under New Business because the Policy Committee did not meet in April. Trustee Brauer requested to remove Item 7.a under Unfinished Business as the Planning Committee was not ready to select a consultant for the strategic plan. Trustee Brauer moved, seconded by Trustee Boland, approval of the agenda as amended.

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Collection Services Manager Violet Jaffe, Youth & Teen Services Manager Kathy Burns, Member Services Manager Rosalie Scarpelli, Member Services Assistant Manager Karen Bollman, Youth & Teen Assistant Manager Tegan Beese, Administrative Associate Karla Nora, Friends of the Library representative Meg Cipar, Teen Advisory Board representatives Sameer Ilyes and Dylan Bago, and Emilie Cheng, member.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Friends representative Meg Cipar reported the Friends will have a few small pricing changes for the next book sale. The price of hardcover books will increase to \$2.00, the price of DVDs will decrease to \$1.00, and the price of CDs will decrease to 50 cents. Newer DVDs and Blu-rays may be priced slightly higher. The next sale is June 23-25, and the Friends have a new online volunteer sign-up software they will use for this sale. The Friends have three potential new board members.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on March 23 and discussed fundraising for the StoryWalk. Donations of \$100 to sponsor a story board are being accepted through April 30. Foundation members are researching donor software. The Foundation has \$23,872.60 in its bank account. The next meeting will be April 27.

c. Reaching Across Illinois Library System /Illinois Library Association

Trustee Boland reported that ILA is conducting a webinar on Monday, April 14 from 12-1 pm on intellectual freedom trends. RAILS is seeking nominations for their board and looking for public library trustees.

Boland updated the Board on the progress of Illinois House Bill 2789, which would require each Illinois library that receives state grants to have an anti-book banning policy or to adopt the American Library Association's Library Bill of Rights. Executive Director Dilger noted that the Palatine Library already has adopted the ALA's Library Bill of Rights. She added that her name was given as a source to speak to a reporter regarding House Bill 2789.

Boland also reported that the License to Read Act, which would enable the Illinois secretary of state to negotiate how much libraries pay publishers of e-books, passed out of the Senate.

d. Teen Advisory Board (TAB) Liaison

Sameer Ilyes reported that the current Teen Advisory Board met to discuss its final meeting in May. At the TAB April member meeting, they discussed

upcoming programs and volunteer opportunities. They also filmed short-form videos for the Library's social media accounts.

7. Unfinished Business

a. Remodel of second-floor staff area

Executive Director Dilger discussed the most recent plans for the remodel of the second-floor staff areas. The Library staff met to review the plans and make more suggestions and alternate plans to control costs. The plans are ready to go to the estimator to get costs. Dilger also reviewed the proposed schedule for remodeling other areas of the Library in upcoming fiscal years and the financial management plan for funding this. She recommended a budget of \$1.2 million for the second-floor staff area construction.

8. New Business

a. Approval of days closed for Fiscal Year 2023-2024

Trustee Brauer moved, seconded by Trustee DeRosa, approval of days closed for Fiscal Year 2023-2024.

Roll call vote:

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

9. President's Report

a. Review of Library Board advocacy activities

None.

b. Appoint Nominating Committee

President Snyder advised that the Nominating Committee must meet at least once before the May Board meeting to make recommendations to the Board for new officers. President Snyder appointed Trustee Brauer as chair and Trustee Westhoff as a member.

c. Reminder to file statements of economic interest by May 1

President Snyder reminded Trustees to file their statements of economic interest by May 1.

10. Treasurer's Report

Treasurer Jefferson reviewed the finance manager's highlights of expenses for the month ending March 31, 2023. The Finance Committee will meet soon to discuss the Fiscal Year 2023-2024 budget, and Trustee Jefferson recommended that Trustees look at bills through the end of the third quarter.

11. Director's Report

Executive Director Dilger reported that the Library staff has been working on the Fiscal Year 2023-2024 budget and spending this fiscal year's remaining furniture budget. Dilger reported that trustees from several other library boards recently visited the Palatine Library.

Dilger reported that one-on-one interactions have increased in the Workshop and Adult Services with more technical assistance needed in these areas. Circulation is up 67% at the Rand Road branch, but the door count is lower. Magazines have been moved to the second floor near the quiet reading room.

Dilger reported that Assistant Director Melissa Gardner is the Rotary Club of Palatine's president-elect for the upcoming year and will serve as president the following year.

12. Committee Reports

a. Board Development Committee

Committee Chair Boland reported that the committee met April 13. The committee will compile a list of responsibilities and tasks that Trustees should know and then give a survey to the Trustees to rate themselves and the Board on how well they know these responsibilities. The committee also wants to incorporate the American Library Association's Short Takes training into Board meetings.

b. Building and Grounds Committee

Committee Chair Westhoff reported the committee will be attending the Finance Committee meeting on April 26.

c. Decennial Committee

No report.

d. Finance Committee

Committee Chair Jefferson reported that the committee will meet on April 26 and May 3.

e. Planning Committee

Committee Chair Brauer reported that this committee met with library staff immediately before the Board meeting to interview three consultants to oversee the Library's strategic plan. Committee members discussed the candidates but do not yet have a recommendation for the Board. The committee will meet again soon.

f. Policy Committee

Committee Chair Snyder reported the committee did not meet in April. The next meeting will be May 4 to review Policy 10—Digital and Maker Resources and Appendix 10A—Use of Digital and Maker Resources.

13. Consent agenda

a. Approval of Minutes

- i. Board Planning Committee meeting of March 15, 2023
- ii. Building & Grounds Committee meeting of March 21, 2023
- iii. Regular Board meeting of March 21, 2023

b. Approval of Warrant 2023-10 in the amount of \$672,364.30

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

Roll call vote:

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

14. Correspondence

The Library received a thank you note from a member regarding the friendly faces and awesome programs at the Library.

15. Closed session for the purpose of deliberations concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (c) (1)

Trustee Boland moved, seconded by Trustee DeRosa, to go into closed session for the deliberations concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (c) (1)

Roll call vote:

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

The Board went into closed session at 7:55 p.m. and reconvened to open session at 8:18 p.m. Trustees Brauer, Boland, DeRosa, Jefferson, Snyder, and Westhoff were present. Trustee Puklin was absent.

16. Resolution 2023-06 to Adopt Illinois Municipal Retirement Fund (IMRF) Early Retirement Incentive

Trustee Brauer moved, seconded by Trustee DeRosa, approval of Resolution 2023-06 to adopt IMRF Early Retirement Incentive.

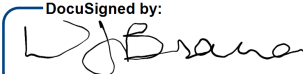
Roll call vote:

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

Adjournment

President Snyder adjourned the meeting at 8:20 p.m.

Approved: May 16, 2023

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Debby Brauer, President

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Maureen DeRosa, Secretary