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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, Jefferson, Puklin, Snyder, and Westhoff were physically present.

**3. Approval of Agenda**

Trustee Westhoff requested to move Item 17.a. iv. under Consent Agenda to New Business, Item 12.c. to make corrections. Trustee Brauer requested to move Item 17.b under Consent Agenda to New Business, Item 12.d. to make corrections. President 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, Collection Services Manager Violet Jaffe, Youth & Teen Services Manager Kathy Burns, Technology Support Specialist Ethan Hoegler, Administrative Associate Karla Nora, Library Associate Tara Pummer, Friends of the Library representative Meg Cipar, Emilie Cheng, member, and Deb Quentel, spouse of trustee.

**5. Election of President pro tem and Secretary pro tem**

President Snyder moved, seconded by Trustee Westhoff, to elect Debby Brauer as President pro tem and Jeffrey Westhoff as Secretary pro tem.

Roll call vote:

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

Absent: None  
Vote: Motion carried

**6. Secretary's certification of membership of the Board of Library Trustees**

Trustee Westhoff certified that the following constitutes the Board of Trustees of the Palatine Public Library District, commencing Tuesday, May 16, 2023: Tracy Boland, Debby Brauer, Maureen DeRosa, Bruce Jefferson, Bhumika Puklin, Hal Snyder, and Jeffrey Westhoff.

**7. Administration of oath of office**

Trustee Westhoff administered the oath of office to Trustees Boland, DeRosa, Puklin, and Snyder.

**8. Report of nominating committee**

a. Presentation of slate of officers

Trustee Brauer presented the following slate of officers:

President: Debby Brauer  
Vice-President: Jeffrey Westhoff  
Treasurer: Tracy Boland  
Secretary: Maureen DeRosa

b. Election of officers

Trustee Snyder moved, seconded by Trustee Jefferson, that the Board elect the following slate of officers as presented with each serving a term of two years, commencing on May 16, 2023:

President: Debby Brauer  
Vice-President: Jeffrey Westhoff  
Treasurer: Tracy Boland  
Secretary: Maureen DeRosa

Roll call vote:

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

## 9. Public Comment

A letter was received from a member expressing gratitude for the Library's support of LGBTQ persons in the community, for providing a safe community space, and for flying the LGBTQ Pride flag at the Library during the month of June.

## 10. Liaison Reports

### a. Friends of the Library

Friends representative Meg Cipar reported the Friends are working on their next sale which is June 23-25, 2023.

### b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on April 24 and received 10 donations for the StoryWalk. The Foundation is working on additional fundraising and memorial gifts. The next meeting will be on May 18 at 4:30 p.m.

### c. Reaching Across Illinois Library System /Illinois Library Association

Trustee Boland reported that Illinois House Bill 2789 has passed the senate and has been sent to the governor for signature. This bill 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.

Trustee Boland also reported that the Illinois Office of Broadband and the Illinois Broadband Lab are launching a statewide survey to collect input for the Connect Illinois Broadband and Digital Equity Planning Initiatives. Boland will send the survey link to trustees.

## 11 Unfinished Business

### a. Remodel of second-floor staff area

Engberg Anderson representative Kristin Richardson presented an overview of the costs of remodeling the second-floor staff area. Kristen reviewed five different estimates which ranged from \$1.2 million to \$2.2 million based upon scope of work and offered various options to reduce costs. Executive Director Dilger reported that staff would like to include the Communications Department work area in the remodel and have updated workstations for staff if feasible. Trustees discussed the different options and will review the working budget for Fiscal Year 2023-2024 before deciding a budget amount.

b. Selection of strategic planning consultant

Trustee Brauer reported that the Planning Committee met with Library staff and recommends Essentiam as the planning consultants. Trustee Boland moved, seconded by Trustee Snyder, to select Essentiam as the strategic planning consultants in the amount of \$30,500.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None

Vote: Motion carried

**12. New Business**

a. Review of Working Budget for Fiscal Year 2023-2024

Trustee Jefferson reported that the Finance Committee met to review the proposed budget and that the budget accounts came in balanced, frugal, and efficient. The Capitol Projects Fund will be closed out due to the renovation being completed. Executive Director Dilger reviewed the Special Reserve Fund and advised that the Member Services desk is in the FY24 budget. Finance Manager Mary Myers reminded trustees that there is currently an overall fund balance of \$15 million. Trustees agreed to a \$2 million budget for the remodel of the second-floor staff area so that the entire job can be accomplished at current rates.

Executive Dilger discussed the need to negotiate a new internet contract and accommodate Illinois Municipal Retirement Fund (IMRF) early retirements if taken. The budget will be posted on the website for public review and voted upon at the next regular board meeting.

b. Approval of policy changes

i. Policy 10—Digital and Maker Resources

Trustee Snyder reported that a change is recommended so that staff will not assist users with projects that staff believe are violating copyright law. Trustee Snyder moved, seconded by Trustee Boland, approval of Policy 10—Digital and Maker Resources as presented, effective June 1, 2023.

Roll call vote:

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

ii. Appendix 10A—Use of Digital and Maker Resources

Trustee Snyder reported that a change is recommended to require that materials purchased in the library must be used that same day, to avoid stockpiling of scarce materials. Trustee Snyder moved, seconded by Trustee Boland, approval of Appendix 10A—Use of Digital and Maker Resources as presented, effective June 1, 2023.

Roll call vote:

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

c. Regular meeting minutes of April 18, 2023, correction

Trustee Westhoff advised that under Item 13.a.iii of the Consent Agenda in the regular meeting minutes of April 18, 2023, the regular board meeting of March 18, 2023, should be dated March 21, 2023. Trustee Westhoff moved, seconded by Trustee Boland, approval of the minutes of the regular board meeting of April 18, 2023, as amended.

Roll call vote:

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

d. Warrant 2023-11 correction

Executive Director Dilger advised that the bond payment was included in two separate places on the warrant. The correct total is \$823,876.50. Trustee Brauer moved, seconded by Trustee Snyder, approval of the Warrant 2023-11 in the amount of \$823,876.50.

Roll call vote:

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

### **13. President's Report**

#### **a. Reminder to take security awareness training**

President Brauer reminded trustees to take the security awareness training by June 5.

#### **b. Formation of new committees**

President Brauer advised that the formation of new committees will be at the June board meeting and requested that trustees send her their committee preferences to her by Tuesday, June 6.

#### **c. Review of library board advocacy activities**

Executive Director Dilger advised of a Mount Prospect Chamber of Commerce State Legislative Breakfast on Wednesday, May 24, from 7:30-9:00 a.m. with several local legislators to be in attendance. Trustee Boland inquired about advocacy opportunities for the summer; Executive Director Dilger will email trustees about the upcoming events.

### **14. Treasurer's Report**

Treasurer Jefferson reviewed the Finance Manager's highlights of expenses for the month ending April 30, 2023.

### **15. Director's Report**

#### **a. Illinois Library Association Reaching Forward reports**

Executive Director Dilger reported that 11 staff attended the Illinois Library Association Reaching Forward conference. Technical Support Specialist Shawn Erens was on the planning committee for the conference and was on-site helping with technology support. Tara Pummer, Library Associate, reported on a couple of sessions which she attended.

Executive Director Dilger reviewed a report on social media stats and provided feedback on the Grow Your Shelf spring reading program. Dilger also reviewed the inter-library loan stats and the extended access stats.

Dilger reported that the Freedom Quilt made in the library's workshop will be displayed at the Hancock Center on Juneteenth as part of the 365 Chicago Program which showcases black-owned businesses.

b. Memorial for Xiang Li

Executive Director Dilger reported that Library staff contributed funds for a memorial for Xiang Li. Since Xiang loved board games and was a selector for The Library of Things, the Library would like to use the funds to purchase more board games and Library of Things items and display a memorial plaque in honor of Xiang on the new shelving unit for these items.

**16. Committee Reports**

a. Board Development Committee

Committee Chair Boland reported that the committee is still working on identifying trustee resources for development and the trustee survey regarding responsibilities and tasks.

b. Building and Grounds Committee

Committee Chair Westhoff reported the committee attended the Finance Committee meeting on April 26.

c. Decennial Committee

No report.

d. Finance Committee

Committee Chair Jefferson reported that the committee met on April 26 and has completed their budget work.

e. Nominating Committee

President Brauer discharged this committee.

f. Planning Committee

The next committee meeting is June 5 at 7:00 p.m.

f. Policy Committee

Trustee Westhoff reported that the committee met on May 4. There is no future meeting scheduled.

**17. Consent agenda**

a. Approval of Minutes

- i. Planning Committee meeting of April 12, 2023
- ii. Board Development Committee meeting of April 13, 2023
- iii. Planning Committee meeting of April 18, 2023
- iii. Planning Committee meeting of April 28, 2023
- iv. Policy Committee meeting of May 4, 2023

Trustee Westhoff moved, seconded by Trustee Snyder, 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.


**18. Correspondence**

None.

**19. Adjournment**

President Brauer adjourned the meeting at 8:53 p.m.

Approved: June 20, 2023

  
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Debby Brauer, President

  
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Maureen DeRosa, Secretary