



Minutes

1. Call to order

President Brauer called the meeting to order at 7:02 p.m. Secretary DeRosa was physically 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

President Brauer approved the agenda by general consent.

4. Introduction of Visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Human Resources Manager Zach Davis, Youth & Teen Services Manager Kathy Burns, Administrative Associate Karla Nora, Library Associate Anna Golash, Library Associate Christy Michel, Cook County Board Commissioner Scott Britton, Cook County Board of Commissioners representative Barb Cornew, Friends of the Library representative Meg Cipar, Teen Advisory Board liaison Veronica True, and member Emilie Cheng. In attendance by video conference were Engberg Anderson Architects representative Kristin Richardson, Technology Manager Susan Conner, and Makerspace Coordinator Selicia Applegate.

5. Public Comment

There was no public comment.

6. Liaison Reports

a. Cook County Board

Scott Britton, Cook County Board Commissioner for the 14th District, reported on a new initiative, Cook County United Against Hate, which is a coalition of individuals, nonprofits, faith groups, businesses, and governments to publicly denounce racism, bigotry, and hatred of any kind. Commissioner Britton shared educational materials with trustees and that the program is being presented at the National Association of Counties conference in February.

Commissioner Britton also declared a resolution on behalf of the Cook County Board of Commissioners congratulating Executive Director Jeannie Dilger as the 2023 Illinois Library Association's Librarian of the Year. Britton read the resolution, which recognized Dilger's many accomplishments in her 38 years of library service.

b. Friends of the Library

Friends of the Library representative Meg Cipar reported that the Friends are getting ready for the February book sale. The Friends sent an update to all members on their accomplishments in 2023, which included \$45,000 contributed to Library programs and \$6,500 raised through the book nook. The Friends have two new board members.

c. Palatine Public Library Foundation

Trustee Jefferson reported that the Foundation met on November 16. Library staff provided a presentation regarding the 100th anniversary celebration activities, and the Foundation discussed fundraising ideas during this celebration. The Foundation hopes to raise enough money to purchase a large "Lite-Brite"-style board for the Library. The Foundation participated in the Judith Gamoran room naming ceremony on December 3, 2023. The next meeting is January 11, 2024, and the Foundation's cash on hand is \$23,935.36.

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

Trustee DeRosa reported that Executive Director Dilger's retirement was front page news in the ILA newsletter and that ILA conference handouts are available on the ILA website.

d. Teen Advisory Board (TAB)

TAB Liaison Veronica True reported that TAB members decorated the Library windows with Post-it art and are planning to have pen pals with Elderwerks participants.

7. Unfinished Business

a. Staff area renovation update: award contracts for 2nd floor staff area

Executive Director Dilger reviewed the plans for staff office furniture. Engberg Anderson representative, Kristin Richardson attended the meeting virtually and reported on the details of the bids for furniture and the recommendations. Trustees discussed the performance bond amounts.

Trustee Snyder moved, seconded by Trustee Boland, to approve Award Contract 01 for Systems Furnishings to Henricksen in the amount of \$307,284.37 as presented.

Roll call vote:

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

Trustee Snyder moved, seconded by Trustee Westhoff, to approve Award Contract 02 for General Furniture HON to Henricksen in the amount of \$55,482.52 as presented.

Roll call vote:

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

Trustee Snyder moved, seconded by Trustee Boland, to approve Award Contract 03 for General Furniture KI to Kruegar International in the amount of \$21,041.50 as presented.

Roll call vote:

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

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

Trustee Snyder moved, seconded by Trustee Westhoff, to approve Award Contract 04 for Industrial Shelving to Library Furniture International \$26,789.00 as presented.

Roll call vote:

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

b. Discussion of Decennial Committee timeline, meeting structure, and guests

President Brauer discussed the timeline and guests for Decennial Committee meetings in 2024. The purpose of the Decennial Committee is to study local efficiencies and report back to the Cook County Board by December 2024.

8. New Business

a. Review and approval of policy changes

- i. Policy 4—Library Administration
- ii. Appendix 4A—The Role of the Trustee
- iii. Appendix 4B—United for Libraries Public Library Trustees Ethics Statement
- iv. Appendix 4C—The Role of the Executive Director

Trustee Puklin moved, seconded by Trustee Snyder, to reaffirm Policy 4—Library Administration, Appendix 4A—The Role of the Trustee, Appendix 4B—United for Libraries Public Library Trustees Ethics, and Appendix 4C—The Role of the Executive Director as presented.

Roll call vote:

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

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

9. President's Report

a. Review of library board advocacy activities

Trustees Westhoff and Jefferson reported on the Illinois Library Association Legislative Meet-up that they attended.

10. Treasurer's Report

Treasurer Boland reported that property taxes are being received and spending is on track with the budget.

11. Director's Report

Executive Director Dilger reported that the Library is getting ready to celebrate its 100th anniversary in 2024 and has activities planned May through September. The opening kickoff weekend will be May 4-5, 2024. The wrap-up weekend will be September 7-8, 2024, and will include a mini-golf fundraiser. There will be a private fundraising event on Friday, September 6, 2024, with wine, cheese, and mini golf in the library. The Friends of the Library pledged to match any funds raised up to \$10,000. The Library will also have an e-commerce site set up for Palatine Library District merchandise.

a. Reports on ILA Conference from library staff

Staff attended the ILA Conference on October 24-26, 2023, and gave reports on sessions they presented or attended:

Selicia Applegate: "Books and Batting and Beyond- Engaging the Community with a Freedom Quilt"

Anna Golash and Christy Michel: "ESL-Read Together"

Susan Conner: "Inclusive Placemaking in Libraries"

12. Committee Reports

a. Board Development Committee

Trustee DeRosa reported that the committee met November 21 and prepared a final report that they will present at the January 16, 2024, regular board meeting. President Brauer discharged the Board Development Committee.

b. Building and Grounds Committee

The committee will meet Thursday, January 4, 2024.

c. Decennial Committee

The committee will meet January 16, 2024, at 7:00 p.m. depending upon the availability of the guests.

d. Director Evaluation Committee

Trustee Jefferson reported that the committee met on November 9 and November 17 and refined the evaluation tool and distributed it to trustees. Trustees will complete the Executive Director's evaluation at the December regular board meeting in a closed meeting session.

e. Finance Committee

The committee will meet in April, 2024.

f. Minutes Review Committee

The committee will meet February 9, 2024, at 11:00 a.m.

g. Policy Committee

The committee will meet January 11, 2024.

13. Consent agenda

a. Approval of Minutes

- i. Board Development Committee meeting of November 21, 2023
- ii. public hearing of November 21, 2023
- iii. regular Board meeting of November 21, 2023
- iv. Policy Committee meeting of December 7, 2023
- v. Special Board meeting of December 8, 2023

b. Approval of Warrant 2024-06 in the amount of \$659,691.19

- c. Ordinance 2024-04 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 2024
- d. Resolution 2024-03 Authorizing Public Library Non-Resident Card Participation and Fees

Trustee Snyder moved, seconded by Trustee Boland, approval of the consent agenda as amended.

Roll call vote:

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

14. Correspondence

Trustee Jefferson reported that he received a verbal comment regarding the absence of the holiday tree in the lobby.

15. Closed Session for the purpose of deliberations concerning the performance of specific employees in compliance with 5 ILCS 120/2 (C) (1)

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

Roll call vote:

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

The Board went into closed session at 8:20 p.m. and reconvened into open session at 9:02 p.m. All trustees were present.

16. Vote on items discussed in closed session

Trustee Westhoff moved, seconded by Trustee Jefferson, approval of the Executive Director's salary increase by 6%.

Roll call vote:

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

17. Closed Session for the purpose of deliberations concerning appointment of specific employees in compliance with 5 ILCS 120/2 (C) (1)

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

Roll call vote:

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

The Board went into closed session at 9:04 p.m. and reconvened into open session at 9:11 p.m. All trustees were present.

18. Vote on items discussed in closed session

Trustee Westhoff moved, seconded by Trustee Puklin, that the board appoint Melissa Gardner as Executive Director of the Palatine Public Library District effective July 8, 2024, at a salary of \$151,000 annually plus benefits.

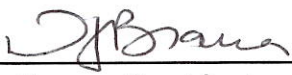
Roll call vote:

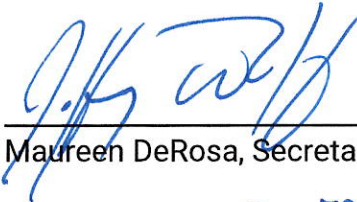
Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff
Nays: None
Abstain: None
Absent: None
Vote: Motion carried.

19. Adjournment

President Brauer adjourned the meeting at 9:13 p.m.

Approved: 1-16-24


Debby Brauer, President


Maureen DeRosa, Secretary
deffrey weston FP
secretary pro team