



Minutes

1. Call to order

President Brauer called the meeting to order at 7:37 p.m. Secretary DeRosa was absent.

2. Appointment of secretary pro tem

Trustee Boland moved, seconded by Trustee Jefferson, to appoint Trustee Westhoff as secretary pro tem for this Board meeting.

Roll call vote:

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

3. Roll call/Trustee Requests to Attend Meeting via Electronic Means

Upon roll call, Trustees Boland, Brauer, Jefferson, Puklin, and Westhoff were physically present. Trustees DeRosa and Snyder were absent.

4. Approval of Agenda

President Brauer requested to move Item 14.a.iii of the Consent Agenda to Item 9.b. under New Business, regular minutes of December 19, 2023. She also requested to remove Items 14.a.iv. and 14.a.v. of the Consent Agenda, closed meeting minutes of December 19, 2023. Trustee Boland moved, seconded by Trustee Jefferson, approval of the agenda as amended.

Roll call vote:

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

Absent: [DeRosa, Snyder](#)
Vote: Motion carried

5. Introduction of Visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Human Resources Manager Zach Davis, Adult Services Manager Brian Herner, Administrative Associate Karla Nora, Friends of the Library representative Meg Cipar, and member Emilie Cheng.

6. Public Comment

None.

7. Liaison Reports

a. Friends of the Palatine Library

Friends of the Library representative Meg Cipar reported that the Friends are getting ready for the February book sale. The book sale will have a clearance sale on audio books for \$1.00 and will have a special room for a large quantity of opera vinyl records and video games.

b. Palatine Public Library Foundation

Trustee Jefferson reported that the foundation met on January 11. The foundation board discussed document storage and ongoing fundraising activities for the Library's 100th anniversary celebration. The next meeting is February 22, and the foundation's cash on hand is \$48,015.77.

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

No report.

d. Teen Advisory Board (TAB)

No report.

8. Unfinished Business

a. Staff area renovation update

Trustee Westhoff reported that the Buildings and Grounds Committee met January 4 and Dan Eallonardo provided an update on construction progress on the second-floor renovation and possible issues that may need change orders. The committee members toured the construction area.

9. New Business

a. Approval of Resolution 2024-04 Pledging to Join Cook County United Against Hate

Trustee Puklin read Resolution 2024-04 Pledging to Join Cook County United Against Hate. Trustee Puklin moved, seconded by Trustee Boland, approval of Resolution 2024-04 Pledging to Join Cook County United Against Hate as presented.

Roll call vote:

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

b. Regular Board meeting minutes of December 19, 2023

President Brauer advised that in the regular Board meeting minutes of December 19, 2023, under Item 18, the effective date of Melissa Gardner’s appointment as Executive Director should be July 8, 2024.

Trustee Boland moved, seconded by Trustee Jefferson, approval of the regular Board meeting minutes of December 19, 2023, as amended.

Roll call vote:

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

10. President’s Report

a. 2024 Board calendar

Executive Director Dilger reviewed the Board calendar.

b. Appoint Lockbox Review Committee

President Brauer appointed Trustees DeRosa and Westhoff to the Lockbox Review Committee. Trustee DeRosa will serve as committee chair.

c. Review of Library Board advocacy activities

Trustees Jefferson and Westhoff reported that they will be attending the Partners for Our Community fundraiser on February 13.

11. Treasurer's Report

Treasurer Boland reported that property tax payments are being received.

12. Director's Report

a. Strategic Plan publication

Executive Director Dilger shared the Strategic Plan 2024-2026 executive summary document, which details the plan's four main goals. She reported that Library staff are working on developing action items. Dilger shared Paylocity reports regarding human resource data, head count, and turnover rates.

b. Adult programming report

Brian Herner, Adult Services Manager, provided a report on Adult Services programs. Herner reported that there has been an increase in one-to-one meetings with members, mostly due to notary requests, and there has been a huge increase in use of the puzzle table after it was moved to a different area. Herner proposed adult program ideas to the Board that would include serving alcohol per the Library's policy, such as a wine and cheese pairing event.

13. Committee Reports

a. Building and Grounds Committee

The committee met January 4. The next meeting is Thursday, February 1, at 4:00 p.m..

b. Decennial Committee

President Brauer reported that this committee will meet each month through June prior to the regular Board meeting. Community partners have been invited to each meeting.

c. Director Evaluation Committee

President Brauer discharged this committee.

e. Finance Committee

The committee will meet in April.

f. Minutes Review Committee

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

g. Policy Committee

The committee met January 11 and discussed Policy 5 and 8. The next meeting will be March 11.

13. Consent agenda

a. Approval of Minutes

- i. closed session of November 21, 2023, regular Board meeting
- ii. closed session of December 8, 2023, special Board meeting

b. Approval of Warrant 2024-07 in the amount of \$890,069.77

c. Approval of Illinois State Library Per Capita Grant

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

Roll call vote:

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


15. Correspondence

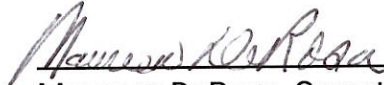
Executive Director Dilger shared a thank you letter from Military Outreach USA for donated items for homeless veterans.

16. Adjournment

President Brauer adjourned the meeting at 8:32 p.m.

Approved: 2-20-19


Debby Brauer, President


Maureen DeRosa, Secretary