



Minutes

1. Call to Order

President Brauer called the meeting to order at 7:00 p.m. Secretary DeRosa was present.

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

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

3. Approval of Agenda

Trustee Brauer approved the agenda as presented by general consent.

4. Introduction of Visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Technology Manager Susan Connor, Administrative Associate Sarah Kacimi, Collection Services Manager Carly Thompson, Friends of the Library representative (FOL) Meg Cipar, Finance Manager Mary Myers, member Emilie Cheng, and Adult Services librarian Ivan Sanchez.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Palatine Library (FOL)

Friends of the Palatine Library representative Meg Cipar reported that the Friends are getting ready for the June book sale. Cipar added that they received a \$100 donation after picking up donated books from an estate. Cipar mentioned that the Library's recycling company has gone out of business and is in the process

of finding a new one. Meeting attendees agreed that the pursuit of a healthy planet is a priority.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on Thursday, March 21, and discussed sponsorship opportunities for the upcoming mini-golf event and participation at the local Farmer's Market. The next meeting will be on Thursday, April 25.

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

Trustee DeRosa reported that last week was National Library Week.

d. Teen Advisory Board (TAB)

Teen Advisory Board representative Veronica True reported that TAB volunteers created cards for Library staff and Trustees for Library Worker's Day. TAB volunteers also made kits for local schools and discussed summer reading prizes.

7. Unfinished Business

a. Staff area renovation update

Trustee Jefferson reported that the committee met on Thursday, April 4, with a renovation update from ICS (Independent Construction Services) and EA (Engberg Anderson). Jefferson reported that phase one is complete, with staff moving quickly into their new spaces. Phase two, remodeling of the administration area, will be completed by early May. Trustee Jefferson mentioned that a quote will be given for shelving and furniture to be put in the marketplace area. Jefferson added that the new seating pods are very cool.

8. New Business

a. Approval of policy changes

Trustee Puklin reported that the committee met on Tuesday, April 2, to review Policy 1 and 2. The next meeting will be Thursday, May 9.

i. Policy 1–Policy Development

ii. Appendix 1A–Guidelines for Library Policies

iii. Policy 2–Library Cards and Accounts

- iv. Appendix 2A—Certain Rules and Restrictions on the Use of Services and Facilities
- v. Appendix 2B—Schedule of Fees and Charges
- vi. Appendix 2C—Schedule of Loan Periods and Restrictions

Trustee Puklin reported that minor changes to wording were made to Policy 1. Trustee Puklin moved, seconded by Trustee Boland, approval of Policy 1—Policy Development, Appendix 1A—Guidelines for Library Policies, Policy 2—Library Cards and Accounts, Appendix 2A—Certain Rules and Restrictions on the Use of Services and Facilities, Appendix 2B—Schedule of Fees and Charges, Appendix 2C—Schedule of Loan Periods and Restrictions as amended, effective March 1st, 2024.

Roll call vote:

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

Nays: None

Abstain: None

Absent: Westhoff

Vote: Motion carried

b. Resolution 2024-06 in recognition of National Library Workers Day

Trustee Brauer read Resolution 2024-06.

Trustee Boland moved, seconded by Trustee Snyder, approval of Resolution 2024-06 in recognition of National Library Workers Day as presented.

Roll call vote:

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

Nays: None

Abstain: None

Absent: Westhoff

Vote: Motion carried

9. President's Report

a. Review of library board advocacy activities

Trustee Boland attended the eclipse viewing party at Harper College on Monday, April 8. The Palatine Library had a table set up at the event. Trustee Jefferson reported that they are still seeking donors for the Story Walk. The book *Bear Wants More* by Karma Wilson is the book chosen for StoryWalk 2024. It is now available at the Library in Spanish and English.

b. LACONI Trustee Banquet, Friday, May 3, 6-9 p.m.

Trustee Westhoff and Trustee Boland will be attending the LACONI Trustee Banquet in Oak Park on Friday, May 3.

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

A reminder was also given to file annual financial disclosure forms.

Trustee Brauer reported that two exit interviews were conducted with former staff members. Brauer reported that both employees left under good circumstances and gave very positive feedback regarding management and working at the library.

10. Treasurer's Report

Trustee Boland reported that there will be a meeting on Friday, April 26 to review all non-corporate funds. There will be a corporate fund meeting on Tuesday, April 30. Boland reported that we are 75% through the fiscal year and we are on track.

11. Director's Report

Executive Director Dilger announced Palatine Library's new Assistant Director Susan Conner! Dilger added that the Library is working on expanding the budget to invest in staff going forward.

a. Public Library Association Conference Report

Executive Director Jeannie Dilger and Adult Services Librarian Ivan Sanchez attended the PLA 2024 Conference in Columbus, Ohio in early April. Dilger reviewed the key public library issues discussed at the conference which included facility, policy, programming, and service issues.

Adult Services Librarian Ivan Sanchez discussed diversity, equity, inclusion, and ways the library can help eliminate barriers to better to serve the immigrant and non-English speaking community. Sanchez suggested incorporating library books written by authors in their born language rather than translated books and inclusive online resources.

b. Current Trends in Publishing

Adult Services Manager Carly Thompson reported on the current trends in publishing. Thompson shared that there is a large drop in mass-market paperbacks and that print sales have fallen 2%. Thompson added that costs for paper, shipping, and printing are slowly rising. Thompson mentioned that there has been double-digit growth in audio books through platforms like Hoopla, Spotify, etc. Thompson added that grades 3-7 have not seen any recent book breakouts like Harry Potter, Twilight, and alike. For adult readers, the top trend is romance fantasy.

12. Committee Reports

a. Building and Grounds Committee

The committee will meet Thursday, May 2.

b. Decennial Committee

Trustee Brauer reported that the committee will be meeting in May. Dr. Proctor from Harper College will be speaking. The area's library directors will meet in June.

c. Finance Committee

As reported earlier, the committee will be meeting in late April to review the budget.

d. Lock Box Committee

The inventory record is being updated.

e. Minutes Review Committee

The committee will meet at the end of the fiscal year.

f. Policy Committee

The committee will meet Thursday, May 9 at 9:45 a.m. to review Policy 10.

13. Consent Agenda

a. Approval of minutes

- i. Building and Grounds Committee meeting of March 7, 2024
- ii. Decennial Committee meeting of March 19, 2024
- iii. regular Board meeting of March 19, 2024

- iv. Policy Committee meeting of April 2, 2024
- v. Building and Grounds Committee meeting of April 4, 2024
- b. Approval of Warrant 2024-10 in the amount of \$842,808.94

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

Roll call vote:

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

Nays: None

Abstain: None

Absent: Westhoff

Vote: Motion carried

14. Correspondence


The Teen Advisory Board (TAB) created cards for Library staff and Trustees.

15. Adjournment

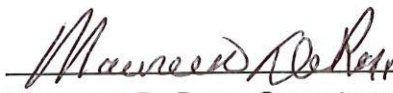
President Brauer adjourned the meeting at 8:05 p.m.

Approved: 5/21/24

Date: 5/21/24



Debby Brauer, President
Jeffrey Westhoff
President Pro Tem



Maureen DeRosa, Secretary