

Board of Library Trustees Regular Meeting

Judith Gamoran Board Room, Main Library

700 N. North Court, Palatine, IL

April 15, 2025, 7:00 pm

Minutes

1. Call to order

President Brauer called the meeting to order at 7:01 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, True and Westhoff were physically present. Trustee Sherry was absent.

3. Approval of Agenda

The Building and Grounds Committee meeting minutes from March 11, 2025, were pulled from the Consent Agenda and will be included in the May Board packet.

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

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, True and Westhoff

Nays: None

Abstain: None

Absent: Sherry

Vote: Motion carried.

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Administrative Associate Sarah Kacimi, Community Service Director Kathy Burns, Finance Manager Mary Myers, Materials Assistant Monique Lui, Materials Assistant Elizabeth Kordek, Member Services Assistant Manager Jennifer Sobel, Teen Advisory Board Representative Veronica True, and community members Emilie Cheng, Joanne Ha and Zack Kerr.

5. Public Comment

Community member Zack Kerr asked the Board about the current tariffs and how the Library is going to budget moving forward. Executive Director Gardner explained that at next month's Board meeting, this will be determined and they will have more information.

6. Liaison Reports

a. Friends of the Library

The Friends of the Library had nothing to report this month.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met March 27 to discuss fundraising for the Story Walk. Jefferson also mentioned that the Light Brite wall will be installed soon. The Foundation will meet again April 24.

c. RAILS/ILA

Trustee DeRosa reported on Federal funding. WTTW recently posted an article called *How Federal Funding Cuts to Libraries Could Impact Illinois Communities*. The article describes how rural libraries are affected most, and according to the ALA (American Library Association), more than 77% of rural public libraries are the only source of free public access to computers and the internet in their communities, which is being threatened. DeRosa added that the RAILS board application deadline is April 18 for those who are interested.

d. Teen Advisory Board

TAB Representative Veronica True reported that the teens made puzzle books for members at a senior community.

7. Unfinished Business

None.

8. New Business

a. Approval of Policy Changes

- i. Policy 7 – Collection Management
- ii. Policy 11 – Privacy

Trustee DeRosa moved, seconded by Trustee True, approval of Policy changes to Policy 7 – Collection Management effective May 1, 2025, and Policy 11 – Privacy effective May 1, 2025, as amended.

Roll call vote:

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

9. President's Report

a. Resolution for Bruce Jefferson

President Brauer presented a Resolution for Bruce Jefferson upon his retirement.

b. Appointment of Nominating Committee

Trustee DeRosa will chair the Nominating Committee and Trustee Sherry will assist.

c. Appointment of Director Evaluation Committee

Trustee Westhoff will chair the Director Evaluation Committee and Trustee Boland will assist.

d. Review of Library Board Advocacy Activities

Trustee True spoke with patrons regarding the makerspace and crafts that are available at the Library. Trustee Westhoff saw a patron's Facebook post about Palatine Library and how they love the library of things and the workshop. President Brauer had breakfast with the Cook County Assessor and discussed possible collaboration with governmental groups.

e. ILA Trustee Forum Workshop: Belonging in the Community May 10, 2025

Trustee Sherry will attend the ILA Trustee Forum Workshop.

f. LACONI Trustee Banquet, May 30, 2025

The deadline for signing up for the LACONI Trustee Banquet is next month.

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

President Brauer reminded the Trustees to file their Statements of Economic Interest. In addition, Trustee Sherry will be the new Palatine Library Foundation Liaison.

10. Treasurer's Report

Trustee Boland reported that there are no anomalies in the report. Boland added that spending was slightly higher due to increased programming.

11. Director's Report

a. ALA Fly-In Report

Executive Director Gardner reported on attending the ALA Fly-In in Washington, DC to advocate for libraries at a federal level. Legislators were asked to protect the Institute of Museum and Library Services (IMLS) and the U.S. Department of Education. Legislators were also asked to support both LSTA and ILA funding for FY26.

b. Strat Plan Quarter 4 Report

Executive Director Gardner presented the Strategic Plan Quarter 4 report and the new summer reading T-shirts to the Board.

c. Strat Plan Activity

The Board of Trustees were given 4 index cards each. Each index card represented one of 4 strategic plan initiatives. The Trustees down an idea or suggestion for how to reach those goals. Executive Director Gardner and the Management team will go through the ideas and suggestions to assist with the strategic plan initiatives.

12. Committee Reports

a. Building & Grounds Committee

Trustee Jefferson reported that their next meeting will be May 6.

b. Finance Committee

Trustee Boland reported that the Committee will be meeting very soon.

c. Policy Committee

Trustee DeRosa reported that the Committee will meet April 30.

13. Consent agenda -- Matters on the consent agenda will be considered by a single motion and vote because they have already been considered fully by the Board at a previous meeting or have been determined to be of a routine nature. Any member of the Board may request that an item be removed from the consent agenda for separate consideration.

a. Approval of Minutes

i. Policy Committee of March 14, 2025

ii. regular Board meeting of March 18, 2025

b. Approval of Warrant 2025-10 in the amount of \$ \$695,585.17

Trustee True moved, seconded by Trustee Boland, approval of the Consent Agenda as amended.

Roll call vote:

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

14. Closed Session – for the purpose of Litigation when an action is probable or imminent in compliance with 5 ILCS 120/2(c)(11).

Trustee Boland moved, seconded by Trustee True, approval of a closed session for the purpose of Litigation when an action is probable or imminent in compliance with 5 ILCS 120/2(c)(11).

Roll call vote:

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

President Brauer called a recess for the closed session at 8:35 p.m.

President Brauer adjourned the closed session at 8:48 p.m.

The regular Board meeting resumed at 8:48 p.m.

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, True and Westhoff were physically present. Trustee Sherry was absent.

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Administrative Associate Sarah Kacimi, and community member Emilie Cheng.

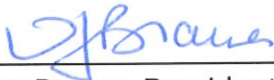
15. Correspondence

The Board of Trustees were contacted by an Eagle Scout regarding doing an Eagle project with the library. Executive Director Gardner and Community Service Director Kathy Burns will meet with him on Friday to discuss.


16. Adjournment

President Brauer adjourned the meeting at 8:52 p.m.

Approved: 5/20/25



Debby Brauer, President



Maureen DeRosa, Secretary