



Board of Library Trustees Regular Meeting
Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
May 20, 2025, 7:00 pm

Minutes

1. Call to order

President Brauer called the meeting to order at 7:02 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, Sherry and Westhoff were physically present.

3. Approval of Agenda

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

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Gardner, Deputy Director Susan Conner, Community Services Director Kathy Burns, Finance Manager Mary Myers, Collection Services Manager Carly Thompson, Administrative Associate Sarah Kacimi, Friends of the Library Representative Meg Cipar, Teen Advisory Board Representative Veronica True, Member Services Manager Rosalie Scarpelli, Workshop Manager Selicia Applegate, and community members Emilie Cheng, Zack Kerr, Joanne Ha, Thomas Brauer, Jennifer Ha, Leticia Valero, Lisa Hoppe, and Audrey Natcone.

5. Election of President pro tem and Secretary pro tem

Trustee Brauer served as President pro tem and Trustee DeRosa served as Secretary pro tem.

6. Secretary's Certification of Membership of the Board of Trustees

Secretary DeRosa presented the Certification of Membership to the Board of Trustees.

7. Administration of Oath of Office

Secretary DeRosa administered the Oath of Office to Trustees Brauer, Ha, Sherry, True, and Westhoff.

8. Nominating Committee Report

a. Presentation of Slate of Officers

The slate of officers was presented as follows; Trustee Brauer as Board President, Trustee Westhoff as Board Vice President, Trustee DeRosa as Treasurer of the Board, and Trustee Sherry as Secretary of the Board. President Brauer asked if there were nominations from the floor. There were none.

b. Election of Officers

Trustee Westhoff moved, seconded by Trustee Boland, approval of the election of officers as presented.

Roll call vote:

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

9. Public Comment

None.

10. Liaison Reports

a. Friends of the Library

Friends of the Library Representative Meg Cipar reported that the Friends are preparing for the upcoming book sale on June 20, 21, and 22. Cipar added that the 'book nook' sales in the Library have been steadily rising.

b. Palatine Public Library District Foundation

Finance Manager Mary Myers reported that the Foundation met to discuss new funding for the Story Walk. The next Foundation meeting will be on Thursday, May 22.

b. RAILS/ILA

Trustee DeRosa reported that two bills were introduced in the General Assembly that will allow the Secretary of State's office to issue funding grants to increase security measures at Libraries. Both bills are aimed at improving library safety, including the physical security of library spaces, protection for library staff, and ensuring a welcoming and safe environment for all users. The bills were approved in their respective chambers. DeRosa also reported on the article, *The Community Impact of Makerspaces*, cowritten by Selicia Applegate, the Palatine Library Workshop Manager.

c. Teen Advisory Board (TAB)

TAB Representative Veronica True reported that TAB said goodbye to the seniors with a pizza party and discussed what they can do differently next year.

11. Unfinished Business

a. Approve budget for 1st floor renovation

Trustee Boland moved, seconded by Trustee True, approval of the budget for the 1st floor renovations.

Roll call vote:

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

12. New Business

a. Review PMA Financial projections report

Representative of PMA Financial Lisa Nusko gave a presentation to the Board explaining what PMA Financial is and how it works.

b. Review draft of Working Budget for Fiscal Year 2025-2026

Executive Director Gardner and the Board reviewed the draft of the Working Budget for FY 25-26.

c. Review draft of Salary Schedule for Fiscal Year 2025-2026

Executive Director Gardner and the Board reviewed the draft of the Salary Schedule for FY 25-26.

d. Closing Schedule for Fiscal Year 2025-2026

A draft of the closing schedule for FY25-26 was reviewed by the Board.

e. Community Solar Contract

The Community Solar contract will be reviewed at next month's Board meeting.

f. Approve Policy changes

- i. Policy 2 – Library Cards and Accounts
- ii. Appendix 2A – Certain Rules and Restrictions of the Use of Services and Facilities
- iii. Appendix 2C – Schedule of Loan Periods and Restrictions

Trustee DeRosa moved, seconded by Trustee True, approval of changes to Policy 2 – Library Cards and Accounts, Appendix 2A – Certain Rules and Restrictions of the Use of Services and Facilities, and Appendix 2C – Schedule of Loan Periods and Restrictions as presented, effective June 1, 2025.

Roll call vote:

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

13. **President's Report**

a. Appointment of standing committees

President Brauer assigned the new appointments of standing committees.

b. Review of Library Board Advocacy Activities

Trustees Sherry and Westhoff attended the Whiskey and Roses Kentucky Derby event hosted by the Palatine Opportunity Center (POC). Trustees Brauer and True attended the Volunteer Appreciation Luncheon at the Library and the Journey's Women's Luncheon. Trustee Ha spoke with friends and family about the services offered at Palatine Library.

c. LACONI Trustee Banquet, May 30, 2025

The deadline for signing up for the LACONI Trustee Banquet has passed.

14. Treasurer's Report

Trustee Boland reported that the Library is in good financial condition.

15. Director's Report

Executive Director Gardner presented the Director's report to the Board. The Strategic Plan will be presented and reviewed at next month's Board meeting.

16. Committee Reports

a. Building & Grounds Committee

Trustee True reported that the Committee met on May 6. The Library architect and owner representative attended the meeting to discuss the elevator renovations, 1st floor renovations, and the water transformer. The next Building and Grounds Committee meeting will be scheduled soon.

b. Finance Committee

Trustee Boland reported that the Finance Committee met twice since the last Board meeting to discuss fund balances. The next meeting will be held in July.

c. Policy Committee

Trustee DeRosa reported that the Policy Committee met April 30 to review Policy 2. The next meeting will be scheduled soon.

d. Director's Evaluation Committee

Trustee Westhoff reported that the Committee met May 6 to discuss the procedures for Director evaluation.

17. 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. Building & Grounds Committee of March 11, 2025
- ii. Regular Board meeting of April 15, 2025
- iii. Closed session of April 15, 2025
- iv. Finance Committee of April 25, 2025
- v. Policy Committee of April 30, 2025
- vi. Finance Committee of May 1, 2025
- vii. Building & Grounds Committee of May 6, 2025
- viii. Director Evaluation Committee of May 6, 2025
- ix. Nominating Committee of May 8, 2025

b. Approval of Warrant 2025-11 in the amount of \$1,340,590.91

Trustee True moved, seconded by Trustee Ha, approval of the consent agenda as presented.

Roll call vote:

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

18. Closed Session – for the purpose of the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act , if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member in compliance with 5 ILCS 120/2 (c)(12).

President Brauer called a recess for the closed session at 9:02 p.m.

Trustee Boland moved, seconded by Trustee True, approval of a closed session for the purpose of the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act , if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member in compliance with 5 ILCS 120/2 (c)(12).

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Ha, Sherry, True, and Westhoff
Nays:	None
Abstain:	None

Absent: None
Vote: Motion carried.

President Brauer commenced the closed session at 9:03p.m.

President Brauer adjourned the closed session at 9:53p.m.

President Brauer reconvened the regular Board meeting at 9:54p.m.

Upon roll call, Trustees Boland, Brauer, DeRosa, Ha, Sherry, True and Westhoff were physically present.

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, and Community Services Director Kathy Burns.

19. Correspondence

Executive Director Gardner presented the patron comment card report for May to the Board.

20. Adjournment

President Brauer adjourned the meeting at 9:57p.m.

Approved: 6/17/25

Barbara A. Sherry
Trustee

J. Brauer
Trustee

