



Board of Library Trustees Regular Meeting

Judith Gamoran Board Room, Main Library

700 N. North Court, Palatine, IL

August 19, 2025

Immediately following public hearing

Minutes

1. Call to order

President Brauer called the meeting to order at 7:06 p.m. Secretary Sherry was present.

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

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

3. Approval of Agenda

The agenda was approved by general consent.

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Administrative Associate Sarah Kacimi, Finance Manager Mary Myers, Community Services Director Kathy Burns, Friends of the Library representative Meg Cipar, Graphic Designer Jean Bolliger, and community members Emilie Cheng and Zack Kerr.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Friends representative Meg Cipar reported that the book sale this past weekend went very well and had a big turnout. The sale brought in a whopping \$5,462.53 in sales. The next book sale will be held October 10, 11, and 12. The February book sale will now take place in January to accommodate the first-floor construction. Cipar added that the Friends really appreciate the partnership between them and the Library.

b. Palatine Public Library District Foundation

Trustee Sherry reported that the Foundation met on July 31 and currently holds \$45,164.33 in its accounts. At the meeting, the Foundation discussed plans for the annual campaign and *Giving Tuesday*, which will take place on December 2. They also considered strategies for engaging younger donors. Proceeds from both the annual campaign and *Giving Tuesday* will support the purchase of a baby and toddler play unit—an interactive installation designed to encourage discovery and exploration—which will be a new addition to the children’s area at the Main Library. Sherry also noted that the Foundation is reviewing its bylaws with the goal of making them clearer and more relevant.

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

Trustee True reported that three new member libraries were added in August: the SAE Institute, the Wallace Township Library, and Shirland CUSD. In addition, RAILS recently launched Season 2 of its podcast, *Can’t Shelf This*, which focuses on current issues affecting libraries.

True also noted that the Libraries Count: Data Conference will take place on October 13 in Rosemont.

Finally, True reported that Governor JB Pritzker signed four new library-related bills into law:

- Senate Bill 220 provides for standard pay to cover funeral honors detail.
- Senate Bill 1550 offers grants aimed at improving or enhancing library security.
- House Bill 42 allows non-resident fees to be paid quarterly or bi-annually, subject to Library Board approval.
- House Bill 1910 requires that at least one person present in the library be trained to recognize and respond to an opioid overdose.

7. Unfinished Business

a. Budget Appropriations Ordinance 2026-01

Trustee DeRosa moved, seconded by Trustee True, approval of the Budget Appropriations Ordinance 2026-01 as presented.

Roll call vote:

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

Vote: Motion approved

8. New Business

a. Finance Committee July 26, 2024

Trustee Sherry moved, seconded by Trustee Westhoff, approval of Finance Committee minutes of July 26, 2024, as presented.

Roll call vote:

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

b. Certification of the Illinois Public Library Annual Report (IPLAR) to the State Library

Trustee Sherry moved, seconded by Trustee Ha, approval of the Certification of the Illinois Public Library Annual Report (IPLAR) to the State Library as amended.

Roll call vote:

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

c. Approve Trustee Attendance at ILA Conference October 14-16

- i. Trustee day October 16, 2025, \$350
- ii. Full Conference \$425

Trustee Ha moved, seconded by Trustee Westhoff, approval of Trustee attendance at the ILA Conference from October 14-16, 2025, as presented.

Roll call vote:

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

9. President's Report

a. Review of Library Board Advocacy Activities

Trustee Westhoff reported that he attended a local protest and was recognized by a patron.

b. My Neighborhood, My Story: Celebrating Art Community Showcase September 6, 2025, 9:00a.m.

President Brauer invited the Board to the Community Showcase on September 6, an event celebrating our neighborhood creatives and their stories showcased through the photography submitted for display at Palatine Library.

10. Treasurer's Report

Trustee DeRosa reported that we are running a deficit due to property taxes, which is typical for the first few months of the fiscal year. Finance Manager Mary Myers added that the budget will need amending due to the ongoing elevator renovations.

11. Director's Report

Executive Director Gardner presented the Director's report to the Board.

a. Style Guide

Graphic Designer Jean Bolliger presented the Library's new style guide to the Board. She explained that the guide includes templates, logos, brand colors, fonts, and other design elements. The purpose of the style guide, Bolliger noted, is to establish a clear and consistent brand identity, educate staff on effective communication practices, ensure consistent messaging across all platforms, and more.

12. Committee Reports

a. Building and Grounds Committee

Trustee Westhoff reported that the committee's next meeting will be in early September.

b. Finance Committee

Trustee DeRosa reported that the committee met July 1 and will meet September 10 at 5:30 pm to review the levy.

c. Policy Committee

Trustee Sherry reported that the committee's next meeting will be Thursday, August 28 at 3:30 pm.

d. Minutes Review Committee

Trustee Brauer reported that the committee met on July 18 to review the closed session meeting minutes for January through June 2025. In addition, the Secretary's audit is completed. One discrepancy was found that has since been corrected. The committee's recommendations are as follows:

The following closed session minutes continue to require confidentiality and need to remain closed:

- i. closed session of regular Board meeting of April 20, 2021
- ii. closed session of regular Board meeting of November 19, 2024
- iii. closed session of regular Board meeting of April 15, 2025

The following closed session minutes may be open to public inspection as they no longer contain information requiring confidentiality:

- i. closed session of regular Board meeting January 21, 2025
- ii. closed session of regular Board meeting February 18, 2025
- iii. closed session of regular Board meeting May 20, 2025
- iv. closed session of regular Board meeting June 17, 2025, part I
- v. closed session of regular Board meeting June 17, 2025, part II

The two following audio verbatim recordings of closed sessions may be destroyed as they are 18 months or older and the minutes have been approved by the Board:

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

President Brauer noted that the committee will remain active for the January/February process. The Minutes Review Committee will be chaired by Trustee True with Trustee Ha as the second member.

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. Finance Committee of July 1, 2025
- ii. Regular Board meeting of July 15, 2025
- iii. Minutes Review Committee of July 18, 2025

b. Approval of publication of closed session minutes no longer requiring confidential treatment

- i. closed session of regular Board meeting January 21, 2025
- ii. closed session of regular Board meeting February 18, 2025
- iii. closed session of regular Board meeting May 20, 2025
- iv. closed session of regular Board meeting June 17, 2025, part I
- v. closed session of regular Board meeting June 17, 2025, part II

c. Approval to destroy verbatim audio recordings of closed-session meetings

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

d. Approval of Warrant 2025-02 in the amount of \$ 1,050,502.32

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

Roll call vote:

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

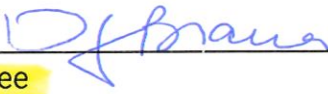
14. Correspondence

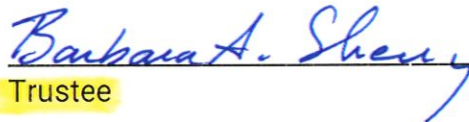
Executive Director Gardner presented the member comment report to the Board.

15. Adjournment

President Brauer adjourned the meeting at 7:42 p.m.

Approved: 9/16/25


Trustee


Trustee

