



**Board of Library Trustees Regular Meeting**  
Judith Gamoran Board Room, Main Library  
700 N. North Court, Palatine, IL  
October 21, 2025, 7:00 pm

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**Minutes**

**1. Call to order**

President Brauer called the meeting to order at 7:01 p.m. Secretary Sherry was absent.

**2. Appoint Secretary Pro Tem**

President Brauer appointed Vice President Westhoff as Secretary Pro Tem.

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

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

**4. Approval of Agenda**

The agenda was approved by general consent.

**5. Introduction of Visitors**

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Community Services Director Kathy Burns, Finance Manager Mary Myers, Human Resources Manager Darcie Abreu, Member Services Manager Rosalie Scarpelli, Member Services Assistant Manager Jennifer Sobel, Administrative Associate Sarah Kacimi, Friends of the Library Representative Meg Cipar, Rand Road Branch Manager Guadalupe Colin, Workshop Assistant Manager Ethel Alegria, TAB liaison Emma Gallo, Lauterbach & Amen representative Jamie Wilkey, and community members Emilie Cheng, Kristi Napolitano and Zack Kerr.

**6. Public Comment**

None.

**7. Liaison Reports**

a. Friends of the Library

Friends of the Library Representative Meg Cipar reported that the recent book sale went very well, bringing in \$17,000 in sales. The next book sale will be held from January 16th

to January 18th. The teacher's pop-up book sale will take place on November 22 and will include kids' books, young adult books, educational books, and world language books.

b. Palatine Public Library District Foundation

President Brauer reported that the Foundation met on September 25. The Foundation has \$50,252.99 in its account. In addition, S+C Electric gave the Foundation a \$5,000 donation through the Chicago Community Trust. Marie and Will are finalizing a draft for the annual campaign mailing. The Foundation also discussed changes to the bylaws, the annual meeting, and fiscal year filings. The next Foundation meeting will take place October 23 at 4:30 p.m. Lastly, Foundation members will be stuffing envelopes for the annual campaign.

c. RAILS/ILA

No report.

d. TAB

TAB liaison Emma Gallo reported that TAB established their Executive Board for this year. There will be 2 co-presidents and 2 co-vice presidents, and 2 historians. Gallo added that TAB introduced volunteer opportunities from September-October. TAB members worked with PADS Homeless shelter, packing snack bags. Gallo also reported that the goal they are working on now is to have more of a social media presence, promotional content, and partner with more youth-based community organizations.

**8. Unfinished Business**

None.

**9. New Business**

a. Acceptance of the FY 2024-2025 Audit

Jamie Wilkey, Lauterbach & Amen representative and audit partner on the Library's annual audit engagement, went over the Audit for FY 2024-2025 with the Board.

Trustee True moved seconded by Trustee Ha, approval of the acceptance of the FY 2024-2025 Audit as presented.

Roll call vote:

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

Absent: DeRosa and Sherry  
Vote: Motion approved.

- b. Ordinance 2026-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2025, and ending June 30, 2026

Ordinance 2026-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2025, and ending June 30, 2026, will be discussed and voted on at the November Board meeting.

- c. Approval of Trustee Attendance at ILA North Suburban Legislative Meet-Up December 3, 2025

Trustee True moved seconded by Trustee Boland, approval of Trustee Attendance at the ILA North Suburban Legislative Meet-Up on December 3, 2025, as presented.

Roll call vote:

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

- d. Approval of Policy Changes

Trustee Ha explained the recent revisions regarding the policies and appendices to the Board.

- i. Policy 2: Library Cards and Accounts
- ii. Policy 3: Library Operations
- iii. Appendix 2B: Schedule of Fines, Fees, and Charges
- iv. Appendix 3A: Hours of Operation
- v. Appendix 3B: Statement of Professional Ethics
- vi. Appendix 3C: Library Bill of Rights
- vii. Appendix 3D: Code of Conduct

Trustee True moved seconded by Trustee Ha, approval of policy changes to Policy 2: Library Cards and Accounts and Policy 3: Library Operations as amended.

Roll call vote:

Ayes: Boland, Brauer, Ha, True, and Westhoff  
Nays: None

Abstain: None  
Absent: DeRosa and Sherry  
Vote: Motion approved.

Trustee Ha moved seconded by Trustee True, approval of policy changes to Appendix 2B: Schedule of Fines, Fees, and Charges, Appendix 3A: Hours of Operation, Appendix 3B: Statement of Professional Ethics, Appendix 3C: Library Bill of Rights, and Appendix 3D: Code of Conduct as presented.

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

## **10. President's Report**

### **a. Proclamation of Library Friends and Foundation Week**

President Brauer announced the Proclamation of Library Friends and Foundation Week to the Board and thanked both organizations for all that they do to make the Library and Community better.

Trustee Boland moved seconded by Trustee True, approval of the Proclamation of Library Friends and Foundation week as presented.

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

### **b. RAILS Noon Networking "Be the Best Trustee You Can Be" November 1, 2025, at noon**

President Brauer invited the Board of Trustees to the RAILS Noon Networking event on November 1.

### **c. Review of Library Board Advocacy Activities**

Trustee True and President Brauer shared that they participated in Palatine Library's Staff Development Day, where they joined breakout sessions, took part in team-building

activities, and spent time connecting with Library staff. Trustee Ha and Trustee True attended the Annual ILA Conference in Rosemont, where they participated in a variety of presentations and expressed their appreciation for the opportunity. Trustee Westhoff also took part in the ILA Conference on Trustee Day and shared that among the panels he attended, he found Palatine Library's presentation to be the most valuable. He commended Executive Director Gardner and the Library's architects for their presentation on renovating staff workspaces in libraries.

## **10. Treasurer's Report**

Finance Manager Mary Myers reported that the Library still has not received the property tax installment. Other than that, the Library is in good condition and spending is right on target.

## **11. Director's Report**

Executive Director Gardner presented the Director's report to the Board and went over the recent upgrades to the Library's elevators and garage.

### **a. Reforma Conference Report**

Rand Road Branch Manager Guadalupe Colin and Workshop Assistant Manager Ethel Alegria reported that they attended the Reforma Conference from September 18-21 in Long Beach, CA. Colin explained that the Conference's theme this year was "moving forward together" and "empowering the Latina community." Both Colin and Alegria emphasized how impactful the conference was.

### **b. Strat Plan Update Year 2 Quarter 1**

Executive Director Melissa Gardner presented the Strategic Plan update for year 2, quarter 1 to the Board.

## **12. Committee Reports**

### **a. Building & Grounds Committee**

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

### **b. Finance Committee**

The Ordinance will be discussed in November.

### **c. Policy Committee**

Trustee Ha reported that the committee's next meeting will take place on November 5 at 3:30p.m.

- 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 September 10, 2025
- ii. Regular Board Meeting September 16, 2025
- iii. Policy Committee October 2, 2025

b. Approval of Warrant 2026-04 in the amount of \$762,090.83

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

Roll call vote:

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


**14. Correspondence**


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

**15. Adjournment**

President Brauer adjourned the meeting at 8:34 p.m.

Approved: November 18, 2025

  
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Trustee

  
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Trustee