



Board of Library Trustees Regular Meeting
Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
November 18, 2025, 7:00 p.m.

Minutes

1. Call to order

President Brauer called the meeting to order at 7:02 p.m. Secretary Sherry was physically present.

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

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

3. Approval of Agenda

Approval of the agenda as amended.

The regular Board meeting minutes of October 21, 2025, will be moved from the consent agenda to new business item G. In addition, item 8.b. should read "Approval of the revised Salary Schedule with cost-of-living increases and two new positions."

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

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Finance Manager Mary Myers, Administrative Associate Sarah Kacimi, Collections Manager Carly Thompson, Community Engagement Director Kathy Burns, Human Resources Manager Darcie Abreu, Branch Assistant Manager Cynthia Ramirez, TAB liaison Emma Gallo, Independent Construction Representative Dan Eallonardo, Youth

and Teens Department Library associate III Dana Mijalski, and community members Emelie Cheng, Audrey Natcone, Julie O'Nan, Zack Kerr, Brooke Cusmano, and Lay Diep.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Trustee True reported that there will be a teacher's pop-up sale next Saturday in meeting room 1.

b. Palatine Public Library District Foundation

The Foundation met on October 23, stuffed envelopes and sent them out. The next meeting will be on December 18 at 4:30 p.m.

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

Trustee True reported that there were recent legislative updates. The first is SB243 which allows for a FOIA request denial if a public body cannot verify if the requester is a person. Electronic FOIA requests must also be in the email body rather than found within an email attachment.

SB1911 expands the use of Sales Tax and Revenue bond districts within the state of Illinois but specifically precludes the use of this financing tool for sports stadiums and the area surrounding them. The bill also de-couples Illinois from recent federal tax changes.

The House Executive Committee considered House Amendments 1 and 2 to SB1937, the "Safe Harbor" Omnibus Pension Proposal. Negotiations will continue during the 2026 spring session

Trustee True continued with recent updates on RAILS. "Explore More Illinois", the RAILS online cultural and recreational pass program, welcomes "Aikman Wildlife Adventure" in Arcola, IL and "Bloomington Bison Hockey."

Finally, Trustee True reported that E-Read Illinois is transitioning to "The Palace Project App" following the abrupt closure of Baker & Taylor's "Boundless App."

d. Teen Advisory Board (TAB)

TAB representative Emma Gallo reported that during the November meeting, TAB members worked on Post-it art designs based on the winter reading theme: "Yeti, Set, Read." The designs will be displayed during the December meeting. In addition, TAB's Executive Board is brainstorming with the Library Communications Department regarding social media.

7. Unfinished Business

- a. 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

Trustee DeRosa reported on the 2026 Levy.

Trustee DeRosa moved, seconded by Trustee Ha, approval of 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, as presented.

Roll call vote:

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

8. New Business

- a. Approve contracts with Reed Construction for first-floor renovation

- i. Base bid: \$1,799,084
- ii. Alternate 1 Second Floor Offices: \$48,701
- iii. Alternate 2 Lobby ACT Work: \$120,743

Trustee Westhoff reported on the plans for the first-floor renovations. Kristen Richardson and Dan Eallonardo went over the plans and shared recommendations with the Board.

Trustee Westhoff moved, seconded by Trustee DeRosa, approval of the following contracts with Reed Construction for the first-floor renovation - Base bid in the amount of \$1,799,084, Alternate 1 Second Floor Offices in the amount of \$48,701, and Alternate 2 Lobby ACT Work in the amount of \$120,743 as presented.

Roll call vote:

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

b. Approval revised Salary Schedule with cost-of-living increases and two new positions

Trustee Boland moved, seconded by Trustee Sherry, approval of the revised Salary Schedule with cost-of-living increases and two new positions as amended.

Roll call vote:

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

c. Approval of Ordinance 2026-03: Ordinance Abating the Tax Heretofore Levied for the Year 2025 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois

Trustee DeRosa moved, seconded by Trustee True, approval of Ordinance 2026-03: Ordinance Abating the Tax Heretofore Levied for the Year 2025 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois as presented.

Roll call vote:

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

d. Approval of Policy Changes

Trustee Sherry reported that there were few changes to Policy 8: Community Relations and Appendix 8A: Guidelines for Display Cases and Art Exhibits effective December 1, 2025.

- i. Policy 8: Community Relations
- ii. Appendix 8A: Guidelines for Display Cases and Art Exhibits

Trustee Sherry moved, seconded by Trustee DeRosa, approval of policy changes to Policy 8: Community Relations and Appendix 8A: Guidelines for Display Cases and Art Exhibits effective December 1, 2025, as presented.

Roll call vote:

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

- e. Resolution 2026-01: Indemnifying Library Staff Performing Notarial Acts in Good Faith and Within the Scope of their Duties

Trustee Sherry moved, seconded by Trustee True, approval of Resolution 2026-01: Indemnifying Library Staff Performing Notarial Acts in Good Faith and Within the Scope of their Duties as amended.

Roll call vote:

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

- f. Resolution 2026-02: Adopting the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA as the Digital Accessibility Standard

Trustee Sherry moved seconded by Trustee Ha, approval of Resolution 2026-02: Adopting the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA as the Digital Accessibility Standard as presented.

Roll call vote:

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

- g. Approval of regular Board meeting minutes of October 21, 2025

Trustee Westhoff moved seconded by Trustee True, approval of the regular Board meeting minutes of October 21, 2025, as amended.

Roll call vote:

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

9. President's Report

- a. ILA Legislative Meet Up on Wednesday, December 3, 2025, from 8:00 a.m. - 10:00 a.m. in Northbrook, IL.

President Brauer notified the Board of the deadline to sign up for the ILA Legislative Meet-Up on Wednesday, December 3, 2025.

Trustees Brauer, Ha, and True will attend the ILA meet up.

- b. Review of Library Board Advocacy Activities

Trustee Sherry reported that she attended the "Navigating the Cook County Justice System" event at Harper College on November 15. The event had Cook County agencies and legal aid partners; some elected officials were also there. They spoke about everything from victim advocacy from the state's attorney's office to immigration information. Sherry thought that the most interesting topic was the Court Access Library Center Project, which has the goal of reducing barriers to court access. Indian Trails and Glenview have signed up for the pilot phase and library staff is being taught about certain court issues (divorce and child custody, domestic violence, wills, trusts, and estates, housing, and consumer debt).

Trustee Ha reported that she reached out to the Assistant Principal at her child's school to notify them of the library card program and the teachers' pop-up sale.

Trustee Westhoff reported that he recently used the Library Makerspace and said staff member Azlin was a tremendous help with a difficult project he was working on.

Trustee True reported that she was also in the Makerspace with her father and made coasters on the sublimation machine for holiday gifts. Her father was very impressed with the Library.

10. Treasurer's Report

Trustee DeRosa reported that the Library's finances are in phenomenal shape. DeRosa pointed out that we are in a slight deficit, but community property owners received tax bills recently, so there should be a turnaround.

11. Director's Report

a. ILA Conference Report

Executive Director Gardner reported that she attended the ILA Conference in Rosemont from October 14-17. Gardner attended a session called "A Million Illinoisans Without Libraries: Let's Change That", which she found very interesting. Gardner also presented a poster session on how to gather feedback in a fun way and gave a presentation with the Library architect and designer called 'The Forgotten Frontier: Investing in Library Staff Spaces."

Dana Mijalski, Youth and Teens Department Library associate III, reported on a session she attended at the conference called "No Longer Stuck in Between: Helping Tweens Find a Place to Belong." Programs that worked well for this age group included giant board games, 3D printing classes, beading and crafting, and more. Mijalski noted that these programs can help to develop a strong group of loyal teens at the library.

Collection Services Manager Carly Thompson attended a program that dealt with cataloging called "LGBTQ+ Perspectives in Library Catalog Research." This presentation went over the use of Homosaurus subject terms in collection services cataloging, subject headings for gender and sexuality, how LGBTQ+ users search catalogs, and more.

Brooke Cusmano, Early Literacy Associate, attended a program called "Fandom Fests for All." Examples of programs at a fan fest could involve costume contests, cosplay groups, photo ops, trivia, crafts, freebees/swag giveaways, paid talent, and more.

Branch Assistant Manager Cynthia Ramirez reported on the session she attended at the ILA Conference called "Spice Up Your Passive programming." Ramirez went over some of the ideas given to ramp up programming at the Library which include scavenger hunts, a seed library, plant swaps, tiny art shows, boredom buster packets, and more.

b. Quarter 1 Statistics Report

Executive Director Gardner presented statistics from the first quarter to the Board.

12. Committee Reports

a. Building and Grounds Committee

Trustee Westhoff reported that the next meeting will be held after bids for the first-floor renovation have been chosen.

b. Finance Committee

Trustee DeRosa reported that the committee met September 10 to discuss the levy. The next meeting will be held in Spring. The date is to be determined.

c. Policy Committee

Trustee Sherry reported that the committee met on November 10 to discuss Policy 8, Appendix 8a, the Notary Resolution, and the Web Content Resolution. During the next meeting, the committee will be discussing Policy 4, Appendices 4a, 4b, and 4c. The committee will also begin working on Policy 9: Human Resources. The next two meetings will be held on December 8 at 3:30 p.m. and January 5 at 3:30 p.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 Warrant 2026-05 in the amount of \$1,056,073.87

b. Approval of Resolution 2026-03 Authorizing Flags to be Flown at the Main Library

c. Approval of Resolution 2026-04 Authorizing Intervention in All 2024-2026 Tax Year Appeals

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

Roll call vote:

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

Abstain: None
Absent: None
Vote: Motion approved.

14. Correspondence

None.

15. Closed session -- ILCS 120/2(c)(8) Security procedures, school building safety and security, and use of personal equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Trustee Ha moved, seconded by Trustee Sherry, approval of a closed session for the purpose of discussion concerning ILCS 120/2(c)(8) Security procedures, school building safety and security, and use of personal and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property as presented.

Roll call vote:

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

President Brauer adjourned the regular Board meeting at 8:51 p.m.

The Board of Trustees went into a closed session at 9:02 p.m.

The regular Board meeting returned to the open session at 9:34 pm.

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

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

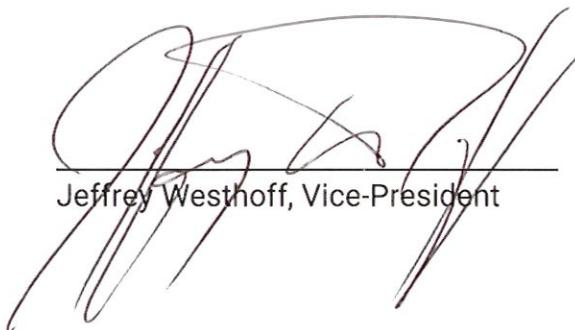
17. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Deputy Director Susan Conner, Administrative Associate Sarah Kacimi, and community members Emilie Cheng and Audrey Natcone.

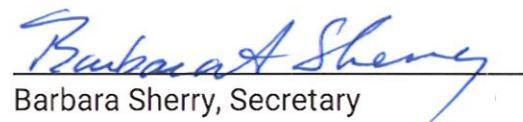
18. Adjournment

President Brauer adjourned the meeting at 9:51 p.m.

Approved on: December 16, 2025



Jeffrey Westhoff, Vice-President



Barbara Sherry

Barbara Sherry, Secretary