



Board of Library Trustees Regular Meeting
Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
December 16, 2025, 7:00 p.m.

Minutes

1. Call to order

Vice President Westhoff called the meeting to order at 7:03 p.m. Secretary Sherry was physically present.

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

Upon roll call, Trustees Boland, DeRosa, Ha, Sherry, and Westhoff were physically present. President Brauer was absent. Trustee True joined the meeting at 7:30 p.m.

3. Approval of Agenda

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

Roll call vote:

Ayes:	Boland, DeRosa, Ha, Sherry, and Westhoff
Nays:	None
Abstain:	None
Absent:	Brauer, True
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, Community Services Director Kathy Burns, Human Resources Manager Darcie Abreu, Library Associate Christi Michel, Adult Services Assistant Manager Kaitlin Mathers, Library Associate Anna Golash, Member Services Manager Rosalie Scarpelli, Friends of the Library representative Meg Cipar, and community members Julie Onan, Emelie Cheng, and Zack Kerr.

5. Public Comment

None.

6. **Liaison Reports**

a. Friends of the Library

Friends of the Library representative Meg Cipar reported that the February book sale will be moved to January 16, 17, and 18. Cipar also reported that there will be pop-up book sales every Saturday during the month of June. Each pop-up sale will have different themes: children's books one week, sci-fi books the following week, and so on. The teacher's pop-up sale was relatively successful. The book sales should return to the regular schedule in October depending on how the first-floor renovations go.

b. Palatine Public Library District Foundation

Trustee Sherry reported that the Foundation would meet on Thursday, December 18, at 4:30 p.m.

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

Trustee Westhoff reported that the ILA Nominating Committee announced the 2026 Board candidates. Also, after the abrupt closure of Baker and Taylor, Ingram Library Services and Brodart Library Services have been announced as potential replacements. Westhoff added that Executive Order 14238, aimed to eliminate the Institute of Museum and Library Services (IMLS), has been blocked by the U.S. District Court of Rhode Island in response to a lawsuit filed by 21 states, including Illinois. Adding to this, voting for the ILA Member Photo of the Year for 2025 closes Friday, December 19. Trustee Westhoff concluded the report with recent RAILS updates. The RAILS Board adopted a Free Speech Needs Free Libraries statement; Rolling Meadows and Wauconda Libraries were awarded Cataloging Membership Grants; and the Illinois State Library annual state certification is coming up January 2 through March 31, 2026.

d. Teen Advisory Board (TAB)

There was no report for TAB this month.

7. **Unfinished Business**

a. Approval of Change order for the Automated Materials Handler

Trustee Boland moved, seconded by Trustee DeRosa, approval of the change order for the automated materials handler as presented.

Roll call vote:

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

8. New Business

a. Approval of Closing on Monday February 23, 2026, instead of Friday February 27, 2026, for Staff Development Day

Executive Director Gardner said the Library would like to have Staff Development Day on Monday, February 23, 2026, because that date is available at Harper College.

Trustee Boland moved, seconded by Trustee Sherry, approval of closing the Library on Monday, February 23, 2026, for Staff Development Day instead of Friday, February 27, 2026, as presented.

Roll call vote:

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

b. ICE Statement

Trustee Sherry moved, seconded by Trustee Ha, approval of the ICE statement as presented.

Roll call vote:

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

Trustee Boland spotted a grammatical error. Trustee Sherry rescinded the previous motion.

Trustee Sherry moved, seconded by Trustee DeRosa, approval of the ICE statement as amended.

Roll call vote:

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

9. President's Report

a. Appointment of Lock Box Committee

Trustee Westhoff appointed the Lock Box Committee members for January to report in February. Trustee Sherry will chair the committee with assistance from Trustee DeRosa.

b. Review of Library Board Advocacy Activities

Trustee Westhoff reported that he made a sweatshirt in the workshop for a Christmas present.

10. Treasurer's Report

Trustee DeRosa reported that the Library's finances are in very good shape. DeRosa noted that the Library is still running a slight deficit, but it should receive the property tax revenues from Cook County soon.

11. Director's Report

a. Illinois Library Association Conference Report

- Library Associate Christi Michel reported on a presentation she attended called "Designing for Disability: How We Reframed Our Perspectives and Our Services."
- Deputy Director Susan Conner reported that she attended a presentation called "Hope Belongs Here: Cultivating Critical Hope through Leadership."
- Adult Services Assistant Manager Kaitlin Mathers reported on her time as the showcase coordinator for the 2026 iRead Program and a presentation she attended called "The Power of Recognition: Engaging and Retaining Your Team."
- Library Associate Anna Golash reported on the presentation she attended called "Addressing Loneliness at the Library."

- Community Services Director Kathy Burns reported on the presentation she attended called "Defending Our Values: The Impact of Culture Wars in Public Libraries."

b. ALA Core Forum

Lead Cataloger Adriene Galindo reported on the presentation she attended called "Core Forum," a subgroup of ALA that focuses on metadata, cataloging, preservation, collection development, leadership, and AI.

c. Executive Director Goals Update

Executive Director Gardner discussed updates to the goals with the Board.

12. Committee Reports

a. Building and Grounds Committee

Executive Director Gardner reported that there will be a meeting with the contractor in the next few weeks, and they will be discussing the renovation schedule.

b. Finance Committee

Trustee DeRosa reported that the committee met in September and will meet again in the spring.

c. Policy Committee

Trustee Sherry reported that the committee met on Monday, December 15, to discuss Policy 4: Library Administration and appendices 4A, 4B, and 4C. There were no changes made. The Committee also discussed having an employment contract for the Executive Director. This will be discussed when the full Board is present. In addition, the Policy Committee reviewed Policy 9: Human Resources. Many changes were made, and the Policy Committee will review the policy with the proposed changes during the next policy meeting. Many of the changes made to Policy 9: Human Resources were necessary to incorporate new Illinois laws and regulations. The next meeting will be held on 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 Minutes

- i. Policy Committee meeting of November 10, 2025
- ii. Regular Board meeting of November 18, 2025

b. Approval of Warrant 2026-05 in the amount of \$905,866.85

c. Approval of Ordinance 2026-04 Establishing the Time, Place, and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2026

d. Approval of Resolution 2026-05 Authorizing Public Library Non-Resident Card Participation and Fees

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

Roll call vote:

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


14. Correspondence

Executive Director Garder presented the comment card report to the Board.

16. Adjournment

Trustee Westhoff adjourned the meeting at 8:18 p.m.

Approved on: January 20, 2026



Debby Brauer, President



Jeffrey Westhoff, Secretary Pro Tem