



## Minutes

### **1. Call to order**

Committee Chairperson Hal Snyder called the meeting to order at 5:00 p.m.

### **2. Roll call**

Upon roll call, Trustees Boland and Snyder were physically present.

### **3. Introduction of visitors**

None.

### **4. Public comment**

None.

### **5. Review of open and closed session minutes.**

The committee determined to recommend publication of the following closed session minutes no longer requiring confidential treatment.

- Closed session of regular Board meeting March 21, 2023
- Closed session of regular Board meeting November 21, 2023
- Closed session of special Board meeting December 8, 2023
- Closed session of regular Board meeting December 19, 2023 (appointment)
- Closed session of regular Board meeting December 19, 2023 (performance)

The committee recommended to destroy recordings of closed session minutes

- Closed session of regular Board meeting December 20, 2022

### **6. Date for next meeting**

None.

### **7. Adjournment**

Committee Chairperson Hal Snyder adjourned the meeting at 6:00 p.m.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee



## Minutes

1. Call to order

Committee Chairperson Maureen DeRosa called the meeting to order at 3:08 pm.

2. Roll call

Upon roll call, Trustees Maureen DeRosa, Hal Synder and Debby Brauer were present.

3. Introduction of visitors

In attendance was Assistant Director Susan Conner.

4. Public comment

None

5. Review and discussion of policies

- a. Privacy Policy. The updated policy with changes was reviewed and approved by the committee.

6. Review and discussion of policy review schedule and additional policies which need to be addressed

The next policy to be reviewed by the Policy Committee is Policy 6, Appendix 6A and the Bylaws.

7. Other business

There is no other business

8. Date for next meeting

The next meeting will be on Tuesday, August 27 at 3:00 pm

9. Adjournment- The meeting adjourned at 3:52 pm

Date:\_\_\_\_\_

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee



## Minutes

### **1. Call to order**

President Brauer called the meeting to order at 7:05 p.m. Secretary DeRosa was present.

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

Upon roll call, Trustees Boland, Brauer, DeRosa, Puklin, Snyder and Westhoff were physically present. Trustee Jefferson was absent.

### **3. Approval of Agenda**

President Brauer stated that the Minutes Review committee minutes of July 8, 2024, will be pulled from the Consent Agenda and will be addressed in September. The regular Board meeting minutes from July 16, 2024, will be pulled from the Consent Agenda and addressed in New Business.

Trustee Westhoff moved, seconded by Trustee DeRosa, approval of the agenda as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Puklin, Snyder and Westhoff
Nays:	None
Abstain:	None
Absent:	Jefferson
Vote:	Motion carried

### **4. Introduction of Visitors**

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Administrative Associate Sarah Kacimi, Finance Manager Mary Myers, Collection Services Manager Carly Thompson, Youth and Teen Services Manager Kathy Burns, Friends of the Library representative Meg Cipar, community members Emilie Cheng, Laura Shaw, Renee True, Barbara Sherry, and Jason True.

## **5. Appointment of New Trustees**

Appointment to fill the vacancy, in compliance with 75 ILCS 16/30-25(b).

Trustee Westhoff moved, seconded by Trustee Snyder, that Renee True and Barbara A. Sherry be appointed to fill the vacancies in the office of Trustee pursuant to 75 ILCS 16/30-25(b).

Roll call vote:

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

## **6. Secretary's Certification of Membership of the Board of Library Trustees**

Secretary DeRosa signed the updated certification of membership of the Board of Trustees.

## **7. Administration of Oath of Office**

Trustee DeRosa administered the Oath of Office to Renee True and Barbara Sherry.

## **8. Resolution for Outgoing Trustees**

President Brauer presented Resolutions for outgoing Board members, Trustee Snyder and Trustee Puklin.

Trustee Boland moved, seconded by Trustee Westhoff, approval of Resolution No. 2025-01, Resolution of Appreciation of Hal Snyder.

Roll call vote:

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

Trustee Boland moved, seconded by Trustee Westhoff, approval of Resolution No. 2025-02, Resolution of Appreciation of Bhumika Puklin.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, True, Sherry and Westhoff
-------	---

Nays: None  
Abstain: None  
Absent: Jefferson  
Vote: Motion carried

## 9. Public Comment

None.

## 10. Liaison Reports

### a. Friends of the Library

Friends representative Meg Cipar reported that the Friends are getting ready for the upcoming book sale. Cipar added that there will be exciting specialty items available. The book sale will be held on October 11-13.

### b. Palatine Public Library District Foundation

Executive Director Melissa Gardner reported that the Foundation met on August 15 and finalized plans for the mini-golf event on September 6-8. The Foundation will also attend the Palatine Farmer's Market on August 31, advertise the mini-golf event, and recruit Foundation members.

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

Trustee DeRosa reported that the registration deadline for the annual Illinois Library Association (ILA) conference on October 8-10 is approaching. DeRosa added that a training session for Library Trustees called Public Relations 101: Leading Through Crisis will be held on August 24. Additionally, DeRosa reported that at the end of July, the House Appropriations committee passed its budget which included a proposal for a 15% cut in the Institute for Museums and Library services, which is the only Federal Library funding agency. DeRosa went on to share that on September 10, Debbie Smart, a long-time Trustee of the Arlington Heights Library, will be giving a presentation on the state of book banning.

## 11. Unfinished Business

None.

## 12. New Business

### a. Budget Appropriation

Trustee Boland reported that the Finance committee met earlier in the month and went over the budget and how the appropriations would be set in respect to that budget. The Library will appropriate a larger amount in comparison to the budget as a safety net for unexpected events.

b. Policy 11 – Privacy Policy

Trustee DeRosa moved, seconded by Trustee Boland, approval of Policy 11 – Privacy Policy as presented.

Roll call vote:

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

Trustee Boland inquired about computer privacy at the Library. Assistant Director Susan Conner communicated that after a computer is used, the data is cleared before it is used by another patron.

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

Trustee Boland moved, seconded by Trustee True, approval of the certification of the IPLAR report to the State Library as amended.

Roll call vote:

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

d. Approval of Decennial Committee Report

Trustee Boland moved, seconded by Trustee Sherry, approval of Decennial committee report as presented.

Roll call vote:

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

Absent: Jefferson  
Vote: Motion carried

e. Regular Board Meeting of July 16, 2024

Trustee True moved, seconded by Trustee Sherry, approval of regular Board meeting minutes of July 16, 2024, as amended.

Roll call vote:

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

**13. President's Report**

a. Committee Appointments

President Brauer reported that the new committee appointments are as follows: Trustee True will serve on the Building and Grounds committee, Trustee Sherry on the Director Evaluation committee, and both Trustees Sherry and True will serve on the Policy committee. The remaining committee appointments remain the same.

b. Review of Library Board Advocacy Activities

Trustee Westhoff presented a suit jacket that he made in the Library's workshop. Westhoff said that he received extensive help from staff and expressed his appreciation. Trustee Westhoff and Trustee True will attend the ILA Conference in October for Trustee Day.

**14. Treasurer's Report**

Treasurer Boland reported that the Finance committee met earlier in the month and discussed budget and appropriations. The surplus will be used for incomplete Library renovations. Boland added that the Library's income and budget is steady and on track.

**15. Director's Report**

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

**16. Committee Reports**



a. Building and Grounds Committee

Trustee Westhoff reported that the elevator project has gone out to bid. The opening was set for August 29. Seven companies attended the pre-bid meeting. Trustee Westhoff added that furniture is going to be purchased for the Youth and Teen area. The Library also updated its fire sprinkler system with a nitrogen generator.

b. Decennial Committee

President Brauer discharged the committee.

c. Finance Committee

Trustee Boland reported that the next Finance committee meeting will be held in October.

d. Minutes Review Committee

Trustee Boland reported that the committee met on July 8 and audited the open session minutes from fiscal year 2023-2024 and reviewed the status of the closed session minutes from that same fiscal year. The audit found minor discrepancies that have since been corrected. Copies of the following minutes were reviewed and approved by the Board:

- closed session minutes from the regular Board meeting of March 21, 2023,
- regular Board meeting of November 21, 2023,
- special Board meeting of December 8, 2023,
- regular Board meeting of December 19, 2023, which included two closed sessions.

The Minutes Review committee recommends that the minutes listed above be made available to the public as they no longer contain information requiring confidentiality. The committee recommends that the minutes from the closed session of April 20, 2021, not be released to the public as they continue to contain confidential information. It is also recommended that the audio recording from the closed session of regular Board meeting of December 20, 2022, be destroyed as it has been retained by the District for no fewer than 18 months and the minutes of that session have been approved.

President Brauer discharged the committee.

e. Policy Committee

Trustee DeRosa reported that the committee met July 30 to review the Privacy Policy, which was reviewed and approved. The next meeting will be held August 27 to review Policy 6, Appendix 6a, and bylaws.

f. Trustee Search Committee

Trustee Westhoff reported that the committee successfully filled the vacancies on the Board. President Brauer discharged the committee.

**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. Minutes Review Committee July 8, 2024
- ii. Decennial Committee July 16, 2024
- iii. Regular Board meeting July 16, 2024
- iv. Trustee Search Committee July 22, 2024
- v. Special Board meeting July 29, 2024
- vi. Closed session Special Board meeting July 29, 2024
- vii. Special Board meeting July 30, 2024
- viii. Closed session special Board meeting July 30, 2024
- ix. Building and Grounds Committee August 1, 2024

b. Approval of Warrant 2025-02 in the amount of \$772,568.24

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

- i. Closed session regular Board meeting March 21, 2023
- ii. Closed session regular Board meeting November 21, 2023
- iii. Closed session special Board meeting December 8, 2023
- iv. Closed session regular Board meeting December 19, 2023 (appointment)
- v. Closed session regular Board meeting December 19, 2023 (performance)

d. Approval to destroy recordings of closed session minutes

i. Closed session of Regular Board meeting December 20, 2022

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

Roll call vote:

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

**14. Correspondence**

None.

**15. Adjournment**

President Brauer adjourned the meeting at 8:22 p.m.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Debby Brauer, President

\_\_\_\_\_  
Maureen DeRosa, Secretary



## Minutes

1. Call to order

Committee Chairperson Maureen DeRosa called the meeting to order at 3:07pm.

2. Roll call

Upon roll call, Trustees Maureen DeRosa, Barbara Sherry were present. Trustee Renee True joined the meeting at 3:12pm

3. Introduction of visitors

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner and member Emile Cheng.

4. Public comment

None

5. Review and discussion of policies

- a. Bylaws
- b. Appendix O Rules for Public Meetings
- c. Policy 6 Library Facilities
- d. Appendix 6A Noise Zones

The updated Bylaws and policies with changes were reviewed and approved by the committee.

6. Review and discussion of policy review schedule and additional policies which need to be addressed

The next policy to be reviewed by the Policy Committee is Policy 3 Library Operations, Appendix 3A, Appendix 3B and Appendix 3C.

7. Other business

There is no other business

8. Date for next meeting

- The next meeting will be on Tuesday, October 22 at 3:00 pm
9. Adjournment- The meeting adjourned at 3:40 pm.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee