



Minutes

1. Call to order

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

2. Roll call

Upon roll call, Trustees Maureen DeRosa, Barbara Sherry and Renee True were present.

3. Introduction of visitors

In attendance were Executive Director Melissa Gardner and Assistant Director Susan Conner .

4. Public comment

None

5. Review and discussion of policies

The updated Policy 3- Library Operations and Appendices 3A, 3B, 3C, and 3D 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 9 Human Resources.

7. Other business

There is no other business

8. Date for next meeting

The next meeting will be on Friday, November 22 at 10:00am

9. Adjournment- The meeting adjourned at 3:45pm.

Approved on _____

President

Secretary



Minutes

1. Call to order

President Brauer called the meeting to order at 7: 01 p.m. Secretary DeRosa was physically present.

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

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

3. Approval of Agenda

Approval of the agenda as presented by general consent.

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Finance Manager Mary Myers, Youth & Teen Services Manager Kathy Burns, Administrative Associate Sarah Kacimi, Friends of the Library representative Meg Cipar, Collection Services manager Carly Thompson, Teen Advisory Board representative Veronica True, member Emilie Cheng, community member Joanne Ha, and Lauterbach & Amen representative Riley Martin.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Friends of the Library representative Meg Cipar reported that the book sale will be held October 18-20. Cipar added that the sale will include specialty items. The Friends of the Library also worked at the Palatine Farmers Market and received \$100 in sales and donations. Cipar added that a check came in from the mini-golf event in the amount of \$560.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on September 19 and is planning their annual Giving Campaign. In the spring, the Foundation will be organizing the Storywalk. Jefferson added that the Foundation is preparing filings with the State and Federal Reserve for November and December. The Foundation will meet again on October 17 at 4:30 p.m.

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

Trustee DeRosa reported that the American Library Association received a grant in the amount of \$400,000 to support the creation of 500 adult and family literacy support centers. DeRosa shared data cited by ALA which stated that an estimated 54% of adults in the United States lack proficiency in foundational literacy. This includes reading, numeracy and digital skills. 64% of our Nation's 4th graders are reading below their grade level. DeRosa added that the number of book challenges have been down this year compared to last year.

d. Teen Advisory Board (TAB)

TAB representative Veronica True reported that they created a Teen Executive Board. In addition, TAB members made handcrafted cards for Plum Creek Senior Living members.

7. Unfinished Business

a. Review and Approval of Policy Changes

i. Policy 0 Bylaws

Trustee DeRosa moved, seconded by Trustee Jefferson, approval of policy changes to Policy 0 Bylaws as presented effective November 1, 2024.

Roll call vote:

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

8. **New Business**

a. Acceptance of FY 2023-2024 Audit

Lauterbach & Amen representative Riley Martin presented the 2023-2024 Audit package.

Trustee Jefferson moved, seconded by Trustee True, approval of FY 2023-2024 Audit.

Roll call vote:

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

b. Ordinance 2025-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2024, and Ending June 30, 2025

Trustee Boland reported that the Finance Committee met in September to begin the annual budgeting process for next year. The Board will vote on Ordinance 2025-02 at next month's meeting.

9. President's Report

a. Proclamation of Library Friends and Foundation Week

President Brauer read the proclamation recognizing October 20-26, 2024, as Library Friends and Foundation week.

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

Roll call vote:

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

b. Trustee Attendance at ILA Legislative Meet Ups

President Brauer reported that the registration deadline for the ILA Legislative Meet Ups is November 21

c. Review of library board advocacy activities

Trustee Westhoff, Sherry and True reported on sessions they attended at the ILA conference on October 8-10. At the conference, Palatine Library staff member, Beth Sousa, gave a presentation on burnout in the Library and Director Melissa Gardner gave a presentation on de-escalation strategies. Both received positive feedback from attendees.

10. Treasurer's Report

Trustee Boland reported that the Library is on track and that there are no material discrepancies.

11. Director's Report

Executive Director Gardner reported on Staff Development Day and an upcoming furniture purchase for the Library.

a. Strategic Plan Q2 Update

Director Gardner presented second quarter updates to the Strategic Plan.

b. Overdrive and Hoopla Statistics

Collection Services Manager Carly Thompson gave a report on Palatine Library's digital collections. Thompson reported that the Library's two main digital collections for e-books and e-audiobooks are Overdrive and Hoopla. Thompson shared that out of the Illinois Libraries that have Hoopla, Palatine Library is ranked #19 for number of users.

12. Committee Reports

a. Building and Grounds Committee

Trustee Jefferson reported that the next meeting is to be determined.

b. Director Evaluation Committee

Trustee Westhoff reported that the committee has nothing to report but they plan on meeting soon.

c. Finance Committee

Trustee Boland reported that the committee met in September to discuss the Levy Ordinance. The Committee will not meet again until the Spring.

d. Policy Committee

Trustee DeRosa reported that the committee will meet on October 22 to review Policy 3: Library Operations.

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. public hearing of September 17, 2024
- ii. regular meeting of September 17, 2024
- iii. Finance committee meeting of September 24, 2024

b. Approval of Warrant 2025-04 in the amount of \$660,825.37

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

Roll call vote:

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

14. Correspondence

None.

15. Adjournment

President Brauer adjourned the meeting at 8:11 p.m.

Approved on:

Debby Brauer, President

Maureen DeRosa, Secretary



RESOLUTION NO. 2025-03

**RESOLUTION AUTHORIZING FLAGS
TO BE FLOWN AT THE MAIN LIBRARY**

WHEREAS the Library Board of Trustees of the Palatine Public Library District has approved a policy regarding flying flags at the Main Library that represent a national, state, or local interest and are consistent with the Library’s mission, vision, values, or official sentiments (Policy 3-20); and

WHEREAS the Library’s Equity, Diversity, and Inclusion statement says “we respect and value diverse life experiences and heritages and ensure that all voices are valued and heard”; and

WHEREAS the month of April has been recognized as Earth Month to raise environmental awareness and appreciate the importance of our planet; and

WHEREAS the month of June has been recognized as Lesbian, Gay, Bisexual and Transgender (LGBTQ+) Pride Month to recognize the contributions of LGBTQ+ persons to society and their struggle for equality and acceptance; and

WHEREAS Juneteenth (June 19) is recognized as a federal holiday as the official end of slavery and to recognize Black suffering and resilience and to amplify Black joy, creativity, and community; and

WHEREAS the month of July has been recognized as Disability Pride Month to commemorate the passing of the landmark Americans with Disabilities Act (ADA) in July 1990; and

WHEREAS the federal government recognizes Prisoners of War (POWs) and those Missing in Action (MIAs) on Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day, and Veteran’s Day;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees approves flying flags to commemorate these holidays.

FURTHER, this Resolution is adopted as government speech in accordance with the Library’s Flag Policy.



Adopted this 19th day of November, 2024.

President, Board of Library Trustees
Palatine Public Library District

Secretary, Board of Library Trustees
Palatine Public Library District



RESOLUTION NO. 2025-04

**RESOLUTION AUTHORIZING INTERVENTION
IN ALL 2023-2025 TAX YEAR APPEALS
BEFORE THE STATE OF ILLINOIS
PROPERTY TAX APPEAL BOARD**

WHEREAS, the Palatine Public Library District (the "Library") acknowledges that the owners of certain parcels of real property located within the corporate boundaries of the Library, have heretofore filed appeals and may hereafter file appeals of the assessments of certain parcels of real property with the State of Illinois Property Tax Appeal Board (the "PTAB") for tax years 2023 through 2025; and

WHEREAS, these appeals seek or will seek a reduction in the assessed value of the parcels that are the subject of the appeals; and

WHEREAS, in such circumstances a taxing district has the right to intervene in the proceedings before the PTAB in order to protect its revenue interest in the assessed valuation of the parcels.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

Section 1: The Board of Library Trustees finds that all of the recitals contained above are true and correct, and that the same are hereby incorporated herein by reference.

Section 2: The Board of Library Trustees hereby authorizes Klein, Thorpe & Jenkins, Ltd., as its legal representative, to file a Request to Intervene in Appeal Proceedings with the PTAB, and to represent the Library's interests with respect to the



appeals challenging the assessed valuations for tax years 2023 through 2025, with respect to property located within the corporate boundaries of the Library.

Section 3: All motions and resolutions or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

Section 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

Section 5: This Resolution shall be in full force and effect upon its adoption. RESOLVED by the Board of Library Trustees of the Palatine Public Library District, Illinois this 19th day of November 2024.

Approved by me this 19th day of November 2024.

President
Board of Library Trustees

ATTEST:

Secretary
Board of Library Trustees

Palatine Public Library District
Warrant 2025-05 Payroll and Invoice Distribution Totals
For the month of November 2024

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
10/15/2024	Payroll	\$173,805.92
10/31/2024	Payroll	\$189,840.62
Total 5310 · Gross Salaries		\$363,646.54
5311 · Employer IMRF Fund Expense		
10/31/2024	IMRF	\$33,538.56
Total 5311 · IMRF Fund Expense		\$33,538.56
5312 · Employer Social Security Fund Expense		
10/15/2024	Payroll Taxes	\$12,972.39
10/31/2024	Payroll Taxes	\$14,199.04
Total 5312 · Social Security Fund Exp		\$27,171.43
5313 · Employer Health & Life Insurance Expense		
10/31/2024	Health Insurance - Blue Cross/Blue Shield	\$34,161.20
10/31/2024	Life Insurance - Principal	\$2,601.03
Total 5313 · Health & Life Insurance		\$36,762.23
5660 · Payroll Processing Fee		
10/20/2024	Payroll Processing Fee	\$1,518.64
Total 5660 · Payroll Processing Fee		\$1,518.64
TOTAL 5300 · PAYROLL EXPENSES:		\$462,637.40
5660 - Bank & Credit Card Service Charges		\$720.55
Early Release Checks		
Check & ACH Pmts - 11/19/24		\$599,427.95
6500 · BOND EXPENSES		
TOTAL WARRANT 2025-05		\$1,062,785.90

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date