



## Minutes

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

President Brauer called the meeting to order at 7: 00 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, True and Westhoff were physically present. Trustee Sherry absent.

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

Approval of the agenda as amended.

Trustee True moved, seconded by Trustee Boland, approval to relocate 13.a.ii. from the Consent Agenda to new business item E.

Roll call vote:

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

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

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Finance Manager Mary Myers, Administrative Associate Sarah Kacimi, Facilities Manager Gregg Szczesny, Community Engagement Coordinator Beth Sousa, Human Resources Manager Darcie Abreu, Adult Services Librarian Kaitlin Mathers ,Teen Advisory Board representative Veronica True, and member Emelie Cheng.

## 5. Public Comment

None.

## 6. Liaison Reports

### a. Friends of the Library

Director Melissa Gardner reported that the Friends had a successful sale.

### b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met October 17 and is planning the annual end-of-year fundraiser. Jefferson added that with help from the Friends of the Library, we met our goal for the LiteBrite. The Foundation holds \$42,922.26 in the bank account as of September 18. The Foundation will meet again in December.

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

Trustee DeRosa reported that ILA posted information regarding Western Illinois University's plan to eliminate 9 Librarians from their campus in May of 2025. DeRosa added that there is a petition on the ILA website to protest this activity. An additional report was issued showing that there were over 10,000 book challenges made from 2023-2024. The most commonly banned books are *19 Minutes*, *Looking for Alaska*, *Perks of Being a Wallflower*, and *13 Reasons Why*.

### d. Teen Advisory Board (TAB)

TAB representative Veronica True reported that handmade cards were sent out to various organizations and that the Winter Reading theme this year will be History. TAB also created promotional art for the Winter Reading Program that will be displayed throughout the Library.

## 7. Unfinished Business

### a. Approval of 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 moved, seconded by Trustee True, approval of 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, as presented.

Roll call vote:

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

## 8. New Business

- a. Approval of Ordinance 2025-03: Ordinance Abating the Tax Heretofore Levied for the Year 2024 to Pay Debt Service on General Obligation Bonds (Alternative Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois

Trustee Boland moved, seconded by Trustee True, approval of Ordinance 2025-03: Ordinance Abating the Tax Heretofore Levied for the Year 2024 to Pay Debt Service on General Obligation Bonds (Alternative Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois as presented.

Roll call vote:

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

- b. Approval of Rand Road Lease Renewal

Trustee Boland moved, seconded by Trustee Jefferson, approval of the Rand Road Lease Renewal

Roll call vote:

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

c. Approval of Electricity Pricing with Constellation

Trustee True moved, seconded by Trustee Boland, approval of the electricity pricing with Constellation as presented.

Roll call vote:

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

Trustee True moved, seconded by Trustee Boland, approval of the gas pricing as presented.

Roll call vote:

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

d. Approval of Community Solar with Usource Energy

Trustee True moved, seconded by Trustee Westhoff, approval of Community Solar with Usource Energy as presented.

Roll call vote:

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

e. Approval of Regular Board Meeting Minutes of October 15, 2024

Trustee True moved, seconded by Trustee Boland, approval of regular Board meeting minutes as amended.

Roll call vote:

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

Vote: Motion carried

f. Review and Approval of Policy Changes

i. Approval of changes to Policy 3: Library Operations

Trustee DeRosa moved seconded by Trustee Jefferson, approval of policy changes to Policy 3: Library Operations as amended effective December 1, 2024.

Roll call vote:

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

ii. Approval of changes to Appendix 3A: Library Hours of Operations

Trustee DeRosa moved, seconded by Trustee Jefferson, approval of changes to Appendix 3A: Library Hours of Operations as presented effective December 1, 2024.

Roll call vote:

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

iii. Approval to adopt changes to Appendix 3B: Statement of Professional Ethics

Trustee True moved, seconded by Trustee Boland, approval to adopt changes to Appendix 3B as amended effective December 1, 2024.

Roll call vote:

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

iv. Approval of changes to Appendix 3C: Library Bill of Rights

There were no changes made to Appendix 3C: Library Bill of Rights.

v. Approval of changes to Appendix 3D: Code of Conduct

There were no changes made to Appendix 3D: Code of Conduct.

## **9. President's Report**

### a. Review of library board advocacy activities

Trustee True made buttons and magnets in the makerspace. Trustee Westhoff made giveaway goodies in makerspace.

### b. ILA Legislative Meet Up, Wednesday, December 4, 2024, 8am, Northbrook

President Brauer gave the registration deadline for the ILA Legislative meet up on December 4. Trustee Westhoff and Trustee True will attend.

### c. RAILS Board Public Trustee Opening

President Brauer notified the Board of an open position on the RAILS Board.

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

Trustee Boland reported that there is no news to report.

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

### a. Reports on ILA Conference from Library Staff

Executive Director Gardner spoke at the ILA conference and gave the Board an overview of the most effective de-escalation strategies staff can use if presented with difficult interactions. The first strategy is the "power of yes" and the second strategy is distraction.

Community Engagement Coordinator Beth Sousa presented at the ILA conference on burnout and chronic stress. Sousa went over the various causes of stress and strategies that can be used to avoid burnout.

Adult Services Librarian Kaitlin Mathers presented at the ILA Conference regarding iRead, a resource for Libraries to use for reading programs that features guides, themes, and ideas.

### b. Report on Mental Wellness Survey

Human Resources Manager Darcie Abreu and Community Outreach Coordinator Beth Sousa reported on Staff Mental Wellness and results from the staff Benefits Survey.

## 12. **Committee Reports**

### a. Building and Grounds Committee

Trustee Jefferson reported that there is no report and no upcoming meeting.

### b. Director Evaluation Committee

Trustee Westhoff reported that the committee will set their next meeting soon.

### c. Finance Committee

Trustee Boland reported that the next meeting will be in April.

### d. Policy Committee

Trustee DeRosa reported that the committee will meet on November 22 to discuss Policy 9: Human Resources.

**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 October 22, 2024

### b. Approval of Warrant 2025-05 in the amount of \$1,062,785.90

### c. Approval of Resolution 2025-03 Authorizing Flags to be Flown at the Main Library

### d. Approval of Resolution 2025-04: Authorizing Intervention in All 2023-2025 Tax Year Appeals

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

Roll call vote:

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

#### **14. Correspondence**

None.

- 15. Closed session** – for the purpose of discussion concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (C) (1) and for the purpose of discussion concerning security procedures to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property 5 ILCS 120/2 (C) (8).

Trustee True moved, seconded by Trustee Boland, approval of a closed session for the purpose of discussion concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (C) (1) and for the purpose of discussion concerning security procedures to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property 5 ILCS 120/2 (C) (8) as presented.

Roll call vote:

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

President Brauer adjourned the regular Board meeting at 8:49 pm.

The Board of Trustees went into a closed session at 8:55 pm.

The meeting returned to open session at 9:36 pm.

#### **16. Adjournment**

President Brauer adjourned the meeting at 9:36 p.m.



Approved on:

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Debby Brauer, President

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Maureen DeRosa, Secretary



## Minutes

1. Call to order

Chairperson Maureen DeRosa called the meeting to order at 10:06am.

2. Roll call

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

3. Introduction of visitors

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Human Resource Manager Darci Abreu and member Emile Cheng

4. Public comment

None

5. Review and discussion of policies

The updated Policy 9- Human Resources and updated Appendix 2C - Solicitations of Good or Services 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 policies to be reviewed by the Policy Committee are Policy 5-Financial Management and Policy 8-3 Community Relations.

7. Other business

Staff reported that a limit of 200 pages at a time has been placed on the copier due to a significant increase in pages copied since copying was made available free of charge.

8. Date for next meeting

The next meeting will be on Friday, January 17 at 10:00am

9. Adjournment- The meeting adjourned at 11:40am.

Approved on:

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Secretary

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President

**Palatine Public Library District**  
**Warrant 2025-06 Payroll and Invoice Distribution Totals**  
**For the month of December 2024**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
11/15/2024	Payroll	\$180,025.97
11/29/2024	Payroll	\$184,638.57
Total 5310 · Gross Salaries		<b>\$364,664.54</b>
<b>5311 · Employer IMRF Fund Expense</b>		
11/29/2024	IMRF	\$33,538.56
Total 5311 · IMRF Fund Expense		<b>\$33,538.56</b>
<b>5312 · Employer Social Security Fund Expense</b>		
11/15/2024	Payroll Taxes	\$13,441.93
11/29/2024	Payroll Taxes	\$13,794.79
Total 5312 · Social Security Fund Exp		<b>\$27,236.72</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
11/29/2024	Health Insurance - Blue Cross/Blue Shield	\$34,004.94
11/29/2024	Life Insurance - Principal	\$2,428.71
Total 5313 · Health & Life Insurance		<b>\$36,433.65</b>
<b>5660 · Payroll Processing Fee</b>		
11/20/2024	Payroll Processing Fee	\$1,530.90
Total 5660 · Payroll Processing Fee		<b>\$1,530.90</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$463,404.37</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$541.95</b>
<b>Early Release Checks</b>		
<b>Check &amp; ACH Pmts - 12/17/24</b>		<b>\$349,949.96</b>
<b>TOTAL WARRANT 2025-06</b>		<b>\$813,896.28</b>

\_\_\_\_\_  
Executive Director

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



**ORDINANCE NO. 2025-04**

**ORDINANCE 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 2025**

**WHEREAS** 30-50 of Chapter 75 Act 16 of the Illinois Compiled Statutes requires the Board to specify annually by ordinance the time, place, and date of the regular meetings;

**NOW THEREFORE**, be it ordained by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois that it hereby establishes the following schedule of meetings for 2025. All meetings will be held at 7 pm.

January 21, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
February 18, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
March 18, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
April 15, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
May 20, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
June 17, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
July 15, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
August 19, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
September 16, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
October 21, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
November 18, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067
December 16, 2025	Main Library, 700 N. North Ct., Palatine, IL 60067

**BE IT FURTHER ORDAINED** that following adoption the schedule of meetings shall be posted in the library, posted on the Library's website, and provided to the media upon request.



ADOPTED this 17<sup>th</sup> day of December, 2024, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Debby Brauer  
President, Board of Library Trustees  
Palatine Public Library District

ATTEST:

\_\_\_\_\_  
Maureen DeRosa  
Secretary, Board of Library Trustees  
Palatine Public Library District





## RESOLUTION NO. 2025-05

### RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARD PARTICIPATION AND FEES

**WHEREAS**, the State of Illinois has enacted the Illinois Public Library District Act [75 ILCS 16/30-55.60], which grants power to the Board of Trustees, including the power to extend the privileges and use of the library to non-residents and the power to charge a fee for non-resident use thereof; and

**WHEREAS**, the Board of Trustees of the Palatine Public Library District has determined for the 2025 calendar year to participate in the non-resident reciprocal borrowing program of its regional library system and to issue nonresident library cards; and

**WHEREAS**, the Illinois Administrative Code [23 ILAC 3050.60(b)], sets forth the tax-bill method for calculating a non-resident fee so as to ensure the fee charged is equal to the cost paid by residents of Palatine;

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

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Palatine Public Library District whose closest public library is the Palatine Public Library District, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Palatine Public Library District, may purchase a non-resident fee card calculated using the Tax Bill Method [23 ILAC 3050.60(b)].

#### Tax Bill Method:

- **Non-Resident Taxpayer:** The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principle residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- **Non-Resident Renter:** The library shall charge 15 percent (15%) of the monthly rent as the annual non-resident fee. The renter shall provide to the



public library a current rent receipt or a cancelled rent check for verification purposes.

**Section 2:** The Library shall notify the regional library system within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 3:** This Resolution shall be in full force and effect upon its adoption, approval, and publication as provided by law, and remain in full force and effect until further action by the Board of Trustees.

Adopted this 17<sup>th</sup> day of December, 2024.

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Debby Brauer  
President, Board of Library Trustees  
Palatine Public Library District

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Maureen DeRosa  
Secretary, Board of Library Trustees  
Palatine Public Library District



