



## **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, Sherry, True and Westhoff were physically present.

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

The agenda was approved by general consent.

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

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Finance Manager Mary Myers, Administrative Associate Sarah Kacimi, Graphic Designer Jean Bolliger, Youth and Teen Services Manager Kathy Burns, Collection Services Manager Carly Thompson, Human Resources Manager Darcie Abreu, Teen Advisory Board representative Veronica True, Workshop Assistant Manager Selicia Applegate, Member Services Assistant Manager Jennifer Sobel, and members Emilie Cheng, Lay Diep, JoAnn Ha and Zack Kerr.

### **5. Public Comment**

Member Emilie Cheng read a letter to the Board written by a Library staff member regarding the proposed salary grade assignments.

### **6. Liaison Reports**

#### **a. Friends of the Library**

Friends of the Library Representative Meg Cipar reported via email to the Board that the Friends have delivered the \$10,000 grant to the Library, to be used

toward the purchase of the “Lite Brite” wall. In addition, the October Book Sale exceeded expectations, resulting in a total of \$14,425.81. Cipar added that the Friends have added a QR code within the book nook area, allowing patrons to pay by credit card between organized sales.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that there is no update.

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

Trustee DeRosa reported that the ILA reposted an article from the Chicago Tribune regarding State anti-book banning Laws and District Grants.

d. Teen Advisory Board (TAB)

TAB representative Veronica True reported that the teens created sticky-note art that is on display in the Library. The teens will be doing a project for the Palatine Historical Society soon.

**7. Unfinished Business**

None.

**8. New Business**

a. Approval of New Salary Schedule

Director Gardner gave an overview of the process and rationale involved in setting the new salary schedule.

Trustee Jefferson moved, seconded by Trustee True, approval of the new salary schedule titled “Palatine Library District’s Pay Grade Assignments,” as presented, effective January 1, 2025.

Roll call vote:

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

b. Review and Approval of Policy Changes

- i. Policy 9: Human Resources
- ii. Appendix 2C: Schedule of Loan Periods and Restrictions

Trustee True moved, seconded by Trustee Westhoff, approval of policy changes to Policy 9: Human Resources effective January 1, 2025, as amended.

Roll call vote:

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

Trustee True moved, seconded by Trustee Sherry, approval of policy changes to Appendix 2C: Schedule of Loan Periods and Restrictions effective January 1, 2025, as presented.

Roll call vote:

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

**9. President's Report**

a. Appointment of Minutes Review Committee

President Brauer appointed the Minutes Review Committee members for January to report in February. President Brauer will chair the committee with assistance from Trustee Sherry.

b. Review of Library Board Advocacy Activities

Trustees True and Westhoff attended the Legislative meetup in December. Topics covered at the meetup involved book bans, school budgets, media literacy, and more.

## 10. Treasurer's Report

Trustee Boland reported that the Treasurer's report will now include a budget variance section to help explain budget-to-actual variances throughout the year.

## 11. Director's Report

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

Collection Services Manager Carly Thompson reported on the sessions she attended at the ILA Conference. Thompson highlighted discussed topics which included technology services, cataloging, and management.

Graphic Designer Jean Bollinger spoke about the 100<sup>th</sup> anniversary celebrations for the Library. Bollinger also reported on the processes taken for planning milestone events.

Makerspace Assistant Manager Selicia Applegate reported on the topics she presented at the ILA Conference. Applegate presented on the impact of makerspaces in libraries, upcycling materials in programming, activity passports, and accessibility.

Assistant Director Susan Conner attended all three HR Source sessions at the ILA Conference. Topics discussed were Toxic Takedowns: Mastering the Art of Handling Difficult Employees, Wage and Hour Woes, and Employment Law Updates.

### b. Report On Area Library Branches

Guadalupe Colin reported that she toured local libraries and their branches, offering insight into their operations and practices. Colin shared areas for improvement at the Palatine Library branches which involved more physical space and investing more into programming.

## 12. Committee Reports

### a. Building and Grounds Committee

Trustee Jefferson reported that they have not met yet.

### b. Director Evaluation Committee

Trustee Westhoff reported that the Committee will be meeting soon.

c. Finance Committee

Trustee Boland reported that there is nothing to report.

d. Policy Committee

Trustee DeRosa reported that the committee met November 22. The next meeting will be January 17 to discuss the Financial Management policy and the Community Relations policy.

**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. regular Board meeting of November 19, 2024
- ii. Closed Session minutes of November 19, 2024
- iii. Policy Committee meeting of November 22, 2024

b. Approval of Warrant 2025-06 in the amount of \$813,896.28

c. Approval of Ordinance 2025-04: Establishing the Times, Place, and Date of the Regular Meeting of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2025

d. Approval of Resolution 2025-05: Authorizing Public Library Non-Resident Card Participation and Fees

Trustee Boland 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.

**16. Adjournment**

President Brauer adjourned the meeting at 9:15 p.m.

Approved on:

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

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



**Minutes**

**1. Call to order**

Committee Chair Jeffrey Westhoff called the meeting to order at 1:34 p.m.

**2. Roll call**

Upon roll call, Trustees Westhoff, Brauer, and Sherry were present.

**3. Introduction of visitors**

Also present was Executive Director Melissa Gardner.

**4. Public Comment**

None.

**5. Review and discussion of director evaluation process**

With Executive Director Gardner's input, the committee reviewed the director evaluation form and set a timeline for Gardner's evaluation during a closed session of the February Board meeting.

**6. Other business**

The committee discussed the option of getting a salary benchmark from HR Source in anticipation of Gardner's full-year review in July.

**7. Date for next meeting**

No future meeting needed.

**8. Adjournment**

Committee Chair Westhoff adjourned the meeting at 1:59 p.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

**Palatine Public Library District**  
**Warrant 2025-07 Payroll and Invoice Distribution Totals**  
**For the month of January 2025**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
12/15/2024	Payroll	\$174,183.73
12/31/2024	Payroll	\$184,411.28
Total 5310 · Gross Salaries		<b>\$358,595.01</b>
<b>5311 · Employer IMRF Fund Expense</b>		
12/31/2024	IMRF	\$33,451.70
Total 5311 · IMRF Fund Expense		<b>\$33,451.70</b>
<b>5312 · Employer Social Security Fund Expense</b>		
12/15/2024	Payroll Taxes	\$12,994.99
12/31/2024	Payroll Taxes	\$13,777.40
Total 5312 · Social Security Fund Exp		<b>\$26,772.39</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
12/31/2024	Health Insurance - Blue Cross/Blue Shield	\$34,004.94
12/31/2024	Life Insurance - Principal	\$2,537.91
Total 5313 · Health & Life Insurance		<b>\$36,542.85</b>
<b>5660 · Payroll Processing Fee</b>		
12/20/2024	Payroll Processing Fee	\$1,530.90
Total 5660 · Payroll Processing Fee		<b>\$1,530.90</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$456,892.85</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$662.68</b>
<b>Early Release Checks</b>		
<b>Check &amp; ACH Pmts - 01/21/25</b>		<b>\$286,175.44</b>
<b>TOTAL WARRANT 2025-07</b>		<b>\$743,730.97</b>

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

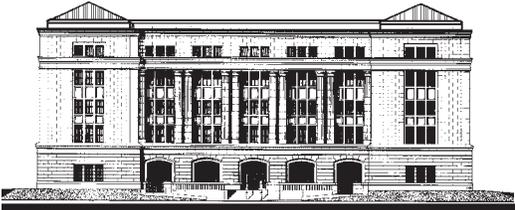
**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** Palatine Library District

**Library’s Control Number:** 30524      **Branch Number:** 00      **Today’s Date:** 01/14/2025

**Contact information of the person completing this grant application:**

**Preparer’s Name:** Melissa      Gardner  
*(First Name)*      *(Last Name)*

**Preparer’s Title:** Executive Director

**Preparer’s Phone Number:** (847) 907-3600

**Preparer’s Email Address:** mgardner@palatinelibrary.org

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** 89,395

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Library is pleased to report that we meet all the core standards. A few highlights:

The Library Board (core 2 & 3) annually approves bylaws (7) which include the ALA Code of Ethics (6), Library Bill of Rights (5), and Trustee Ethics Statement (6). The Board meets monthly (9) and reviews finances (10), approving an annual budget (11 & 21). The Executive Director (8) reports quarterly on progress on the strategic plan (14).

As a member of RAILS (16) and the CCS consortium, the Library participates in resource sharing (17). All three locations (19) are open at least 15 hours/week (20). The Library communicates with the public through quarterly print newsletters, weekly email newsletters, and frequent social media posts (core 18 & 22).

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The Library is generally meeting the standards in Chapter 2. The Library Board reviews the board bylaws, policies, and succession plan every year. The Executive Director reports to the Board monthly on operations, services, financial status, and progress on the strategic plan. The Board of Trustees met with our newly elected legislators, who now host a table at the library once a month. Three Trustees attended the Illinois Library Association conference this year and reported back to the Board.

This year, the Board of Trustees hired a new Executive Director and Assistant Director.

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The Library meets all of the standards listed on the Personnel Checklist. We have a personnel policy that is annually reviewed by the Board. We have job descriptions and a salary schedule that is market benchmarked every 3 years, and we have updated in 2024. We conduct annual performance reviews and support ongoing training and development.

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

The Library is meeting all of the Access checklist standards. In the past year, the library completed renovations on 2nd floor staff spaces in its main location. That renovation improved workspaces by adding updated furniture and lighting, and by maximizing the layout for increased storage. In the coming year, we will begin a renovation of the 1st floor staff spaces and our public meeting spaces. We continue to evaluate shelving for our collections and make needed changes to improve access and discoverability for our members.

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

The Palatine Library utilizes a Capital Management Plan to prepare for future maintenance and upgrades to the library building. Recently many capital projects were completed including tuckpointing, replacement of original HVAC heat pumps, renovation of staff spaces, and converting most building lighting to LED. The Capital Management Plan helps ensure continuous improvement and to ensure all mechanical systems are in proper working order. The library uses a work order system to track and document maintenance tickets, ensuring timely responses and a historical record of work completed. The Palatine Library meets all components of the Building Infrastructure and Maintenance checklists.

Upcoming projects include the following: Install nitrogen generator to dry fire sprinkler system in the underground parking garage to extend life of sprinkler piping, upgrade controls on elevators due to control parts becoming obsolete., and planning for first floor staff area renovation.

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

The Library meets all the components. We have very strong safety procedures with a Person in Charge (PIC) program and have a detailed building maintenance plan that covers all systems. Emergency manuals and instructions have been reviewed and kept up to date. Staff have been trained in the past year in tornado drills and CPR/AED.

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

The Library meets all components of the Collection Management Standards and Checklist. As part of our strategic plan, we are increasing our World Language collection to meet community demand and serve our linguistically diverse population. We have joined Find More Illinois, an interlibrary loan platform that allows members to more easily request materials from other Illinois libraries. Staff responsible for collection management meet bimonthly for training and discussion of trends in library collections.

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

The Library meets all the chapter's standards and components of the System Membership Responsibilities and Resource Sharing checklist. Library staff and trustees actively participate in library associations as members of CCS (Cooperative Computer Services), RAILS (Reaching Across Illinois Libraries) and ILA (Illinois Library Association). We waive nonresident fees for library cards for all minors as per PA 102-0843 to allow increased public library service for Illinois residents.

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Palatine Library meets and exceeds the requirements outlined in the Reference Service Checklist. The library evaluates reference materials, including database subscriptions, on an annual basis and adds or deletes resources as appropriate.

Palatine Library meets the requirements of the Reader's Advisory Checklist, with the possible exception of "Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council". Palatine Library staff are well represented on local organization boards and are active in area clubs etc. Those staff are not all active in Reader's Advisory, however, and not all staff involved in Reader's Advisory are active in local organizations. The library encourages staff to be active in their community and has recently implemented a policy whereby staff can volunteer, and be paid, during work hours. There is no requirement that those volunteer hours be performed in the library district, and many of our staff live outside the district, so not all those hours will qualify for the requirement in the checklist.

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Palatine Library meets the requirements outlined in the Programming Checklist. We continually evaluate our program offerings and devote more resources to those areas we determine are the most useful and entertaining to our members. We have been making a conscious effort to expand offerings for our diverse community over the last several years.

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

The Library meets all chapter's standards and all components of the Youth/Young Adult Services checklist by providing services and materials and programs for ages 0-18 in a variety of formats both in the building and out in the community. We added a Youth Ukranian language collection and Japanese language collection to our branches and are looking to add more languages to ensure that we are being both reflective of our diverse community and inclusive to the world around us. We have offered storytimes in Spanish and Chinese this year and will be doing more in 2025. We provide age and developmentally appropriate programs for youth, teens, and families at no cost, and summer and winter reading programs for all ages. We also provide outreach, kits, and a quiet room for families with different physical or neurodiverse needs. We have done some programming and visits for special needs students and added more sensory items to check out and use in the library. Professionally trained staff provide reference and readers advisory services all the hours the library is open and can be reached in person, by phone, or other electronic means.

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The Library meets all the Technology standards. Ongoing projects for the coming year include:

- Review the Library's provision of Internet service, determine if current service levels are adequate for public and staff usage, and implement any needed changes.
- Invest in new technology for staff and public workstations.
- Investigate and implement any needed technological solutions and improvements as listed in the Library's Strategic Plan.
- Identify and implement any needed training for staff in areas including but not limited to cybersecurity and web accessibility.

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

The Library meets all the chapter's standards and all components of the Marketing, Promotion, and Collaboration checklist. We distribute a quarterly newsletter to approximately 38,000 households in our District and send out weekly member e-newsletters to keep our community informed about programs and services. Marketing efforts and plans regularly support strategic plan initiatives and goals. Our social media platforms (Facebook, Instagram, TikTok, and Flickr) are flourishing with high levels of engagement and followers. Our website is regularly updated with news, reading lists, program highlights, and new services. Many times, larger programs like our reading program information, is translated into Spanish for our diverse community. We continually improve our accessibility in both print and digital communication through training and best practices. The library includes public relations and customer service as part of ongoing training of staff and board members.

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The Library plans to use the Per Capital Grant monies for print, audio-visual, and electronic materials for the community.