



## **Minutes**

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

Committee Chair Debby Brauer called the meeting to order at 2:03 p.m.

### **2. Roll call**

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

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

None.

### **4. Public comment**

None.

### **5. Closed session for the purpose of the review of closed-session minutes and audio recordings in compliance with 5 ILCS 120/2(c)(21)**

There being no visitors present, review proceeded without going into closed session.

**Closed-session minutes:** The Committee reviewed closed-session minutes for July–December, 2024. In addition, several older sets of closed-session minutes were found and evaluated. Two sets of closed-session minutes continue to require confidentiality.

**Closed-session recordings:** The Committee found three closed-session verbatim audio recordings that meet the eligibility requirements for destruction.

### **6. Other business**

None.

**7. Date for next meeting**

None.

**8. Adjournment**

Trustee Brauer adjourned the meeting at 4:42 p.m.

Approved on:

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by: Debby Brauer



## Minutes

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

Chairperson Maureen DeRosa called the meeting to order at 2:08 pm.

### 2. **Roll call**

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

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

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, and Finance Manager Mary Myers.

### 4. **Public comment**

None

### 5. **Review and discussion of policies**

The updated Policy 5 - Financial Management and updated Policy 8-3 Solicitations and Sales of Goods and 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 policy to be reviewed is Policy 7- Collection Management and Appendices 7A, 7B, 7C and 7D.

### 7. **Other Business**

None

### 8. **Date for next Meeting**

The next meeting will be on February 20 at 2:00 pm.

### 9. **Adjournment**

The meeting adjourned at 2:45 pm

Approved on:

  

---

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.



## 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**

Language to item 15 was revised to the following: Closed Session for the purpose of deliberations concerning compensation of specific employees in compliance with 5 ILCS 1202 (C)(1) and security procedures per 5 ILCS 120/2 (C)(8).

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

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, Deputy Director Susan Conner, Finance Manager Mary Myers, Administrative Associate Sarah Kacimi, Youth and Teen Services Manager Kathy Burns, Friends of the Library representative Meg Cipar, Community Outreach Coordinator Beth Sousa, Human Resources Manager Darcie Abreu, Teen Advisory Board representative Veronica True, and members Emilie 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 next book sale will be on February 7, 8, and 9. The book sale will include romance novel grab bags, boxes of paperbacks for \$3, Sci-Fi paperbacks, specialty items, children's books, and more. Cipar added that the QR code that was recently put up in the Library had book sales of \$150 within the past two months.

### b. Palatine Public Library District Foundation

Trustee Jefferson reported that the foundation had their end-of-year meeting on December 18. The cash on hand as of December 18 was \$46,784.90, which is money held for the benefit of the Library by the Foundation. Donations received for FY23-24 were \$31,000. The Foundation will meet again on January 30 at 4:30PM to discuss ongoing fundraising.

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

Trustee DeRosa reported that the ALA posted a report regarding libraries in L.A. and how they are helping with the devastation from the fires. FEMA is using seven libraries in L.A. County as a place where residents can apply for disaster relief assistance. The Topanga Library in L.A. is being used as a temporary shelter and they are handing out supplies to the residents sheltering there. Adding to this, ALA received the largest bequest in their history from James Lewis of Washington D.C. in the amount of \$25,000,000. This donation will fund scholarships to aspiring librarians.

### d. Teen Advisory Board (TAB)

TAB representative Veronica True reported that TAB members created hand-made Valentine's Day cards that will be sent to the IL State Senator, Dan McConchie, and senior citizens in that district.

## 7. Unfinished Business

None.

## 8. New Business

### a. Plumbing Repair by DeFranco in the Amount of \$13,066

Executive Director Melissa Gardner explained the plumbing repair to the Board.

Trustee Boland moved, seconded by Trustee Jefferson, approval of the plumbing repair by DeFranco in the amount of \$13,066 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. 2025 Board Calendar

President Brauer spoke to the Board about the 2025 Board calendar.

### b. Review of Library Board Advocacy Activities

Trustee True recently used the Library's Makerspace to create pins.

## 10. Treasurer's Report

Trustee Boland presented the financial report to the Board.

## 11. Director's Report

Executive Director Melissa Gardner reported that she will be flown to Washington D.C. in April for training and National library advocacy.

### a. Strategic Plan Update

Executive Director Melissa Gardner presented the Board with strategic plan updates.

Trustee Boland inquired about the AARP tax help that the Library is offering to members as a service.

b. Outreach Report

Community Engagement Coordinator Beth Sousa presented the Board with a report on Palatine Library outreach events. Sousa gave an overview of the training staff received for outreach events during Staff Development Day in September and explained the processes involved in planning outreach events.

**12. Committee Reports**

a. Building and Grounds Committee

Trustee Jefferson reported that there have been no recent meetings.

b. Director Evaluation Committee

Trustee Westhoff reported that the Committee met on January 9.

c. Finance Committee

Trustee Boland reported that the finance committee will be meeting in April.

d. Minutes Review Committee

President Brauer reported that the Committee will be meeting in February.

a. Policy Committee

Trustee DeRosa reported that the Committee will meet on January 31 to discuss Policy 5: Financial Management.

**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 December 17, 2024
- ii. Director Evaluation Committee meeting of January 9, 2025

b. Approval of Warrant 2025-06 in the amount of \$743,730.97

c. Approval of Illinois State Library Per Capita Grant Application

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**

President Brauer reported that a member sent an email to the Board and Executive Director thanking the Library and specifically the staff at the North Hoffman Branch for the extraordinary service provided to the community.

**15. Closed Session for the purpose of deliberations concerning compensation of specific employees in compliance with 5 ILCS 120/2 (C)(1) and security procedures per 5 ILCS 120/2 (C)(8).**

President Brauer called a recess for a closed session at 7:43pm.

Trustee True moved, seconded by Trustee Boland, approval of a closed session for the purpose of deliberations concerning compensation of specific employees in compliance with 5 ILCS 120/2 (C)(1) and security procedures per 5 ILCS 120/2 (C)(8).

Roll call vote:

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

President Brauer adjourned the closed session at 8:14 p.m.

**16. Vote on items discussed in closed session**

President Brauer reconvened open session at 8:15 p.m.



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

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Human Resources Manager Darcie Abreu, Administrative Associate Sarah Kacimi and member Zack Kerr.

Trustee Westhoff moved, seconded by Trustee Boland, approval to revise the salary schedule to remove Collection Services Associate II from pay grade 4 and add Acquisitions Associate to pay grade 5.

Roll call vote:

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

## 17. **Adjournment**

President Brauer adjourned the meeting at 8:16 p.m.

Approved on:

---

Debby Brauer, President

---

Maureen DeRosa, Secretary

**Palatine Public Library District**  
**Warrant 2025-08 Payroll and Invoice Distribution Totals**  
**For the month of February 2025**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
01/15/2025	Payroll	\$201,170.26
01/31/2025	Payroll	\$195,055.15
Total 5310 · Gross Salaries		<b>\$396,225.41</b>
<b>5311 · Employer IMRF Fund Expense</b>		
01/31/2025	IMRF	\$36,143.31
Total 5311 · IMRF Fund Expense		<b>\$36,143.31</b>
<b>5312 · Employer Social Security Fund Expense</b>		
01/15/2025	Payroll Taxes	\$15,059.46
01/31/2025	Payroll Taxes	\$14,563.53
Total 5312 · Social Security Fund Exp		<b>\$29,622.99</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
01/29/2025	Health Insurance - Blue Cross/Blue Shield	\$30,769.31
01/29/2025	Life Insurance - Principal	\$2,557.85
Total 5313 · Health & Life Insurance		<b>\$33,327.16</b>
<b>5660 · Payroll Processing Fee</b>		
01/20/2025	Payroll Processing Fee	\$1,555.42
Total 5660 · Payroll Processing Fee		<b>\$1,555.42</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$496,874.29</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$681.61</b>
<b>Early Release Checks</b>		
<b>Check &amp; ACH Pmts - 02/18/25</b>		<b>\$306,345.04</b>
<b>TOTAL WARRANT 2025-08</b>		<b>\$803,900.94</b>

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

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date