

Board of Library Trustees Regular Meeting

Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
February 18, 2025, 7:00 pm

Minutes

1. Call to order

President Brauer called the meeting to order at 7:00 p.m. Secretary DeRosa was 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, Administrative Associate Sarah Kacimi, Youth and Teen Services Manager Kathy Burns, Friends of the Library representative Meg Cipar, Human Resources Manager Darcie Abreu, Collection Associate Cheri Allen. Teen Advisory Board Representative Avirag Hosakote, and community members Emilie Cheng, JoAnn Ha and Zack Kerr.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Friends representative Meg Cipar reported that the book sale went well. They received \$13,745 in sales. Cipar added that sales have been going up every year.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met January 30 and worked on corporate filings for the annual report. Jefferson added that the Foundation is updating and improving their website. The Foundation will meet on February 27.

c. RAILS/ILA

Trustee DeRosa reported that ILA will be holding informational webinars covering all main areas of immigration for libraries in Illinois. Trustee DeRosa added that there is a new ALA initiative asking advocates to “Show Up for Our Libraries”, a campaign to influence elected leaders and policymakers.

d. Teen Advisory Board

TAB Representative Avirag Hosakote reported that they recently created sensory boards for neurodivergent students.

7. Unfinished Business

None.

8. New Business

a. Approval of Policy Changes

- i. Policy 5 – Financial Management
- ii. Policy 8 – Community Relations

Trustee Jefferson moved, seconded by Trustee Boland, approval of Policy changes to Policy 5 – Financial Management as amended.

Roll call vote:

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

Trustee True moved, seconded by Trustee Sherry approval of Policy changes to Policy 8 – Community Relations as amended.

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. Review of Library Board Advocacy Activities

None.

10. Treasurer's Report

Executive Director Gardner explained the ERI expenses in the budget variances to the Board.

11. Director's Report

Executive Director Melissa Gardner sent the Board an invitation to “Whiskey and Roses”, a Kentucky Derby-themed event hosted by the Partners for Our Communities (POC). The event will benefit the organization.

12. Committee Reports

a. Building & Grounds Committee

Trustee Jefferson reported that the Committee will meet in March.

b. Director Evaluation Committee

President Brauer discharged the Director Evaluation Committee.

c. Finance Committee

Trustee Boland reported that the Committee will meet in March.

d. Minutes Review Committee

President Brauer reported that the Committee met February 3 to review the closed-session meeting minutes from July through December 2024. The Committee's recommendations are as follows:

The following closed session minutes continue to require confidentiality and need to remain closed; Regular Board meeting minutes of April 20, 2021, and Regular Board meeting minutes of November 19, 2024.

The following closed session minutes may be open to public inspection because confidentiality is no longer required; closed session of regular Board meeting of March 21, 2023, closed session of regular Board meeting of May 21, 2024, closed session of special Board meeting of July 29, 2024, and closed session special Board meeting of July 30, 2024.

The following audio recordings of closed sessions may be destroyed, as they are 18 months or older and the minutes have been approved by the Board; closed session of regular Board meeting of February 21, 2023, closed session of regular Board meeting of March 21, 2023, and closed session of regular Board meeting of April 18, 2023.

President Brauer discharged the Minutes Review Committee.

e. Policy Committee

Trustee DeRosa reported that the Policy Committee met January 21. The next meeting will take place on March 14 to discuss the Privacy Policy and Collection Development Policy.

13. Closed Session – For the purpose of performance of a specific employee 5 ILCS 120/2 (C) (1) and for discussion of minutes lawfully closed under act 5 ILCS 120/2 (C) (21).

President Brauer called a recess for the closed session at 7:57 p.m.

Trustee Westhoff moved, seconded by Trustee Boland, approval of a closed session for the purpose of performance of a specific employee in compliance with 5 ILCS 120/2 (C) (1) and for discussion of minutes lawfully closed in compliance 5 ILCS 120/2 (C) (21) as presented.

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 8:37p.m.

14. Vote on items discussed in closed session

President Brauer reconvened open session at 8:38p.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, and member Zack Kerr.

There were no items discussed in the closed session requiring a vote.

15. 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 meeting of February 3, 2025
- ii. Policy Committee meeting of January 31, 2025
- iii. regular Board meeting of January 21, 2025
- iv. Closed session of January 21, 2025

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

- i. Closed session of regular Board meeting March 21, 2023
- ii. Closed session of regular Board meeting May 21, 2024
- iii. Closed session of special Board meeting July 29, 2024
- iv. Closed session of special Board meeting July 30, 2024

c. Approval to destroy verbatim audio recordings of closed-session meetings retained no fewer than 18 months after completion of the meetings recorded and the minutes of such closed-session meetings have been approved

- i. Closed session of regular Board meeting February 21, 2023
- ii. Closed session of regular Board meeting March 21, 2023
- iii. Closed session of regular Board meeting April 18, 2023

d. Approval of Warrant 2025-08 in the amount of \$803,900.94

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.

16. Correspondence

The board discussed correspondence from a member regarding e-learning resources. Director Gardner confirmed that staff had responded to the member about the resources we offer.

17. Adjournment

President Brauer adjourned the meeting at 8:41 p.m.

Approved: _____

Debby Brauer, President

Maureen DeRosa, Secretary

Palatine Public Library District
Warrant 2025-09 Payroll and Invoice Distribution Totals
For the month of March 2025

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
02/14/2025	Payroll	\$202,650.33
02/28/2025	Payroll	\$194,720.29
Total 5310 · Gross Salaries		\$397,370.62
5311 · Employer IMRF Fund Expense		
02/28/2025	IMRF	\$36,856.46
Total 5311 · IMRF Fund Expense		\$36,856.46
5312 · Employer Social Security Fund Expense		
02/14/2025	Payroll Taxes	\$15,178.99
02/28/2025	Payroll Taxes	\$14,572.34
Total 5312 · Social Security Fund Exp		\$29,751.33
5313 · Employer Health & Life Insurance Expense		
02/28/2025	Health Insurance - Blue Cross/Blue Shield	\$33,332.76
02/28/2025	Life Insurance - Principal	\$2,509.24
Total 5313 · Health & Life Insurance		\$35,842.00
5660 · Payroll Processing Fee		
02/20/2025	Payroll Processing Fee	\$2,181.90
Total 5660 · Payroll Processing Fee		\$2,181.90
TOTAL 5300 · PAYROLL EXPENSES:		\$502,002.31
5660 - Bank & Credit Card Service Charges		\$788.05
Early Release Checks		
Check & ACH Pmts - 03/18/25		\$220,762.45
TOTAL WARRANT 2025-09		\$723,552.81

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date