



## Minutes

1. Call to order

Chairperson Maureen DeRosa called the meeting to order at 2:32 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, Collection Services Manager Carly Thompson and member Emile Cheng

4. Public comment

None

5. Review and discussion of policies

The updated Policy 7- Collection Management, Appendices 7A, 7B.7C, and 7D and updated Policy 11- Privacy Policy were reviewed and approved by the committee.

6. Review and discussion of policy review schedule and additional policies which need to be addressed

April- Policy 1 - Policy Development and Appendix 1A and Policy 2- Library Cards and Accounts and Appendices 2A, 2B and 2C.

May- Policy 10- Digital and Maker Resources and Appendix 10A

7. Other Business - None

8. Date for next Meeting

The next two meetings will be on April 30 and May 21 at 2:30PM

9. Adjournment- The meeting adjourned at 3:09 pm

Approved on:

\_\_\_\_\_  
Trustee

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Trustee

## **Board of Library Trustees Regular Meeting**

Judith Gamoran Board Room, Main Library

700 N. North Court, Palatine, IL

March 18, 2025, 7:00 pm

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### **Minutes**

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

President Brauer called the meeting to order at 7:00 p.m.

#### **2. Appoint Secretary Pro Tem**

Trustee Jefferson was appointed Secretary Pro Tem.

#### **3. Roll call/Trustee Requests to Attend Meeting via Electronic Means**

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

#### **4. Approval of Agenda**

Under New Business, Item 9b, IMLS Funding, was added to the agenda.

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

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherry, True and Westhoff

Nays: None

Abstain: None

Absent: DeRosa

Vote: Motion carried.

#### **5. Introduction of Visitors**

In attendance were Executive Director Melissa Gardner, Youth and Teen Services Manager Kathy Burns, Finance Manager Mary Myers, Friends of the Library representative Meg Cipar, Teen Advisory Board Representative Veronica True, and community members Emilie Cheng, Joanne Ha and Zack Kerr.

#### **6. Public Comment**

None.

## 7. **Liaison Reports**

### a. Friends of the Palatine Library

Friends representative Meg Cipar reported that they are on track for their upcoming book sale on June 20-22, 2025.

### b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on February 27 to discuss fundraising for the Story Walk. In addition, the Foundation discussed holding an event for S+C Electric in the Library. The foundation currently holds \$48,213.24 in its balance.

### c. RAILS/ILA

Trustee Sherry reported that RAILS has partnered with an organization to bring Chicago Tribune digital access to public libraries. In addition, RAILS Board nominations are open if Library workers or Trustees are interested in applying.

### d. Teen Advisory Board

TAB Representative Veronica True reported that TAB members created Library Worker Appreciation cards.

## 8. **Unfinished Business**

None.

## 9. **New Business**

### a. National Library Week Proclamation

President Brauer presented the National Library Week Proclamation.

### b. IMLS Funding

President Brauer announced that RAILS published information encouraging libraries to advocate for IMLS. This pertains to the Executive order of March 14<sup>th</sup> that continues the reduction of staff in Federal Agencies. One of the seven agencies named in the order is the Institute of Museum and Library Services, the largest source of Federal funding for libraries. The IMLS delivers essential financial support, investigative research and strategic policy guidance to

enhance the work of library work Nationwide. The Board decided to write and publish a call for action in support of IMLS.

## **10. President's Report**

### a. Review of Library Board advocacy activities

Trustees Boland, True, and Westhoff attended the St. Patrick's Day Parade. Trustees Boland and Westhoff also attended the State of the Village meeting.

### b. Whiskey and Roses April 30, 2025

Trustee Westhoff and Trustee Sherry will attend the Whiskey and Roses Kentucky Derby event.

### c. Journey's Women's Luncheon April 23, 2025

President Brauer and Trustee True will attend the Journey's Women's Luncheon.

## **11. Treasurer's Report**

Trustee Boland explained variances in the Treasurer's Report to the Board.

## **12. Director's Report**

### a. Winter Reading wrap up

Executive Director Gardner presented the Winter Reading wrap up to the Board.

### b. Crisis Communication Plan overview

Executive Director Gardner presented the Library's Crisis Communication Plan to the Board.

## **13. Committee Reports**

### a. Building & Grounds Committee

Trustee Jefferson reported that the Committee met on March 11 and discussed the elevator control project and the first-floor renovation project. The Building and Grounds Committee's next meeting will take place on May 6 at 4:00p.m.

b. Finance Committee

Trustee Boland reported that the Committee is in the process of scheduling their next meeting.

c. Policy Committee

Trustee Sherry reported that the Policy Committee met on March 14 to review Policy 7: Collection Management and Policy 11: Privacy. The Policy Committee's next meeting will take place on April 30<sup>th</sup> to discuss Policy 1: Policy Development and Policy 2: Library Cards and Accounts.

**14. 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 February 18, 2025
- ii. Closed session of February 18, 2025

b. Approval of Warrant 2025-08 in the amount of \$723,552.81

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

Roll call vote:

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

**15. Correspondence**

The Board received a card from the Historical Society thanking the Library for choosing them as the recipient for the Winter Reading prize.

**16. Adjournment**

President Brauer adjourned the meeting at 7:50 p.m.

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

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Debby Brauer, President

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Maureen DeRosa, Secretary

**Palatine Public Library District**  
**Warrant 2025-10 Payroll and Invoice Distribution Totals**  
**For the month of April 2025**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
03/14/2025	Payroll	\$180,848.20
03/31/2025	Payroll	\$187,889.81
Total 5310 · Gross Salaries		<b>\$368,738.01</b>
<b>5311 · Employer IMRF Fund Expense</b>		
03/31/2025	IMRF	\$34,959.23
Total 5311 · IMRF Fund Expense		<b>\$34,959.23</b>
<b>5312 · Employer Social Security Fund Expense</b>		
03/14/2025	Payroll Taxes	\$13,506.05
03/31/2025	Payroll Taxes	\$14,044.73
Total 5312 · Social Security Fund Exp		<b>\$27,550.78</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
03/31/2025	Health Insurance - Blue Cross/Blue Shield	\$32,568.52
03/31/2025	Life Insurance - Principal	\$2,494.17
Total 5313 · Health & Life Insurance		<b>\$35,062.69</b>
<b>5660 · Payroll Processing Fee</b>		
03/20/2025	Payroll Processing Fee	\$1,526.38
Total 5660 · Payroll Processing Fee		<b>\$1,526.38</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$467,837.09</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$596.76</b>
<b>Early Release Checks</b>		
<b>Check &amp; ACH Pmts - 04/15/25</b>		<b>\$227,151.32</b>
<b>TOTAL WARRANT 2025-10</b>		<b>\$695,585.17</b>

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

**Approved by the Board of Trustees**

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President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date