



Board of Library Trustees Regular Meeting
Community Resource Center
1585 N. Rand Road, Palatine, IL
May 21, 2019, 7:00 p.m.

Minutes

1. Call to Order

President Jefferson called the meeting to order at 7:02 p.m. Secretary Westhoff was physically present.

2. Roll call/Trustee Requests to Attend Meeting via Electronic Means

Upon roll call, Trustees Boland, Brauer, Jefferson, Sherman, Snyder, and Westhoff were physically present.

3. Approval of Agenda

Trustee Snyder moved, seconded by Trustee Boland approval of the agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, and Westhoff.

Nays: None.

Abstain: None.

Absent: Vanderhoek. **Motion carried.**

4. Introduction of Visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Popular Materials Manager Kathy Burns, Technology Assistant Manager Michael Szwed, Technical Support Specialist Rolando Medrano, Administrative Associate Terry Versen, Shelver Emilie Cheng, and Friends representative Meg Cipar,

5. Secretary's Certification of Membership of the Board of Library Trustees

Secretary Westhoff addressed the motion "I hereby certify that the following constitutes the Board of Trustees of the Palatine Public Library District, commencing Wednesday, May 21, 2019: Tracy Boland, Debby Brauer, Bruce Jefferson, Valerie Sherman, Hal Snyder, Andrea Vanderhoek, and Jeffrey Westhoff."

6. Administration of the Oath of Office

Secretary Westhoff administered the oath of office to Trustees Boland and Snyder.

7. Report of the Nominating Committee

a. Presentation of Slate of Officers

President Jefferson presented the following slate of officers:

President:	Andrea Vanderhoek
Vice-President:	Hal Snyder
Treasurer:	Bruce Jefferson
Secretary:	Tracy Boland

b. Election of Officers

President Jefferson moved, seconded by Trustee Vanderhoek, that the Board elect the slate of officers as presented with each serving a term of two years, commencing May 21, 2019.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek and Westhoff.

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

8. Public Comment

None.

9. Liaison Reports

a. Friends of the Palatine Library

Friends Treasurer Cipar reported approximately 185 volunteer hours for April. They are preparing for their next Book Sale which will be on held on June 21, 22, and 23.

b. Palatine Public Library District Foundation

Trustee Sherman reported that the Foundation has a balance of \$2,800 in the bank. They received a \$200 donation from a new Board member and \$1,400 from the Whole Foods One Dime at a Time program. Trustee Snyder will host an event on May 29, to thank the Yes committee members for their work on the referendum and also recruit new board members. There will be a StoryWalk unveiling on June 12 from 10:00a.m.-11:00a.m. at Hamilton Park.

10. Unfinished Business

None.

11. New Business

a. Owner's Representative Services

Director Dilger requested that the Board consider utilizing an owner's representative during the Library's remodel, to work with contractors and ensure and protect the interests of the Library. Independent Construction Services was recommended as an owner's representative because of their reputation and expertise in library construction work. The Board requested that the owner, Dan Eallonardo, meet with the Board next month for an interview.

b. Approval of Health Insurance Benefits Coverage for 2019-2020

Trustee Snyder moved, seconded by Trustee Vanderhoek, approval of the revised health insurance coverage for 30-hour per week employees as presented, effective July 1, 2019. The Finance Committee supports the recommendation

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek and Westhoff.

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

c. Review of Draft Working Budget for Fiscal Year 2019-2020

Per the Finance Committee, the current fiscal year will have a 15.8% increase from property taxes next year as a result of the referendum. Director Dilger highlighted some changes to the expenses. The budget will be voted upon next month, and will be available on the website for public inspection in the meantime.

d. Approval of Days Closed for 2019-2020

Trustee Boland moved, seconded by Trustee Brauer, approval of the days closed for fiscal year 2019-2010 as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek and Westhoff.

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

e. Policy Review and Approval: Policy 9-Human Resources

Trustee Brauer shared that some changes to the policy include adding more gender inclusive pronouns, redefining family members in terms of who is eligible to be hired, taking out the specific percentage the library will contribute for insurance to allow for more flexibility, and allowing employees more options to choose only which type of insurance they want. We have also introduced a new paid parental leave policy for employees.

Trustee Brauer moved, second by Trustee Snyder, approval of Policy 9-Human Resources as presented, effective July 1, 2019.

12. **President's Report**

a. Review of Library Board Advocacy Activities

President Jefferson and Trustees Sherman and Snyder attended the POC Cinco de Mayo event and reported as having a wonderful time.

Trustee Snyder reported that the March for Science family event held on May 4 was a success celebrating science and promoting library STEM services.

Trustee Snyder also reported attending the Global Punjabi Milaap held at the Library, informing the audience about Library services. The event was reported in the India Times.

b. Upcoming Events

The annual Friends of the Library Dinner will be held on Wednesday, May 29, 2019 at 6:00 p.m. President Jefferson and Trustees Sherman and Snyder plan to attend.

13. Director's Report

a. Summer Reading Program Sneak Peek

Popular Materials Manager Kathy Burns reported that Saturday, June 1, 2019, is the Summer Reading Program kick-off party which will include face painting, animal shows, crafts, and more. Participants who complete the program will receive either a t-shirt or tote bag. Scratch-off cards will be offered to participants when they sign up. There will be a drawing for Park District pool passes and movie theater gift cards for families who complete the program. Kathy mentioned that the Beanstack App, which records program information, can now scan in books for the participants' convenience. Kathy also thanked the Friends of the Library for all of their help to make the program so successful.

b. IMRF Update

Finance Manager Beth Schwarz attended the IMRF Annual Rate Meeting on April 25. Beth reported that investment returns decreased 4.25% in 2018. Because of the decrease, the Library's contribution rate will increase from 11.24% to 14.08%. A phase-in rate of 12.36% was offered but was not recommended by the Executive Director of IMRF. The contribution rate is projected to increase in the next five years due financial market projections. In July 2021, IMRF will be launching improvements to their website for both employees and employers.

Director Dilger thanked Assistant Manager Szwed for all his work in the phone upgrade project.

Dilger attended the District 15 Advisory Committee meeting in April. This group meets twice a year to discuss what's happening in our schools. There was some discussion on the proposal for opening a new community elementary school in the Park Place Plaza. After the meeting, Dilger began discussions with the current and incoming Superintendents about the possibility of having a joint school public library in the space.

Design feedback workshops will take place in July to gather input from patrons on possible renovations to all three locations.

14. Committee Reports

a. Board Development Committee

The committee met on April 23, 2019. Committee Chair Boland reported possibly conducting another self-evaluation for Trustees to identify gaps within the Board and offer training to fill them. Training was also recommended to focus on the direction on how to answer what is next after passing the Referendum.

b. Director Evaluation Committee

None.

c. Finance Committee

Chair Snyder reported that the Finance Committee met on April 24, 2019 and May 7, 2019. The committee reviewed the Library revenue, expenses, budgets, benefits, and salaries. The next meeting will occur after the committees are reconstituted in July or August.

d. Policy Committee

Committee Chair Brauer reported that Policy Committee will meet on May 23, 2019 to review Policy 8–Community Relations and Appendix 8A–Guidelines for Display Cases and Art Exhibits.

15. Consent Agenda

a. Approval of Minutes from Regular Meeting of April 16, 2019

b. Financial report and approval of warrant 2019-11 in the amount of \$601,752.78

Trustee Vanderhoek moved, seconded by Trustee Brauer, that the consent agenda be approved as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek and Westhoff.

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

16. Correspondence

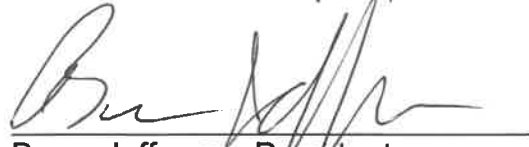
Trustee Westhoff reported that he received correspondence via Facebook regarding issues pertaining to the Library roof.

President Jefferson thanked all of the Board members for their work on the Referendum, citing “We did something historic.”

17. Adjournment

President Jefferson adjourned the meeting at 8:26 p.m.

Approved: 7/16/2019



Bruce Jefferson, President



Jeffrey Westhoff, Secretary

