



Board of Library Trustees Regular Meeting

Main Library
700 N. North Court, Palatine, IL
June 18, 2019, 7:00 pm

Minutes

1. Call to Order

President Vanderhoek called the meeting to order at 7:00 pm. Secretary Boland was physically present.

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

Upon roll call, Trustees Boland, Brauer, Jefferson, Vanderhoek and Westhoff were physically present. Trustee Hal Snyder arrived at 7:05 pm. Trustee Sherman was absent.

3. Approval of Agenda

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

Voice vote:

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

Nays: None.

Abstain: None.

Absent: Sherman, Snyder. **Motion carried.**

4. Introduction of Visitors

Also in attendance were Executive Director Jeannie Dilger, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Technology Assistant Manager Michael Szwed, Technical Support Specialist Rolando Medrano, Administrative Associate Terry Versen, Shelves Emilie Cheng, and Teen Ambassadors Ben Larson, Ananya Maligireddy, Samantha Panfil, Billy Panos, Jack Wilkie and Joshua Zheng.

5. Public Comment

None.

6. Liaison Reports

- a. Friends of the Palatine Library

None.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that a wine tasting event on May 29 was attended by approximately 15-20 people. The event was to thank the Yes committee members for their work on the referendum and also to recruit new board members. Trustee Jefferson thanked Trustee Snyder for donating the event.

There was a StoryWalk unveiling of Mother Bruce on June 12 at Hamilton Park. A \$1,200 check, funded by the Foundation and sponsors, will be issued to pay for the StoryWalk. All are welcome to attend the next meeting on June 26 at 6:00 pm.

7. **Unfinished Business**

a. Approve Working Budget for Fiscal Year 2019-2020

Trustee Jefferson moved, seconded by Trustee Brauer, the approval of the Working Budget for Fiscal Year 2019-2020 as presented. Trustee Snyder reported that the Finance Committee reviewed the budget proposal and submitted recommendations to the Board at last month's meeting. The referendum increase will be starting in 2020 and continue into the following fiscal year. The budget also revealed how utilizing the funding ties in with the Strategic Plan. Titles of line items in the Materials budget were changed and/or combined in order to help clarify.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

b. Employee Exception to Parental Leave Policy

Trustee Brauer moved, seconded by Trustee Snyder, that because the Board adopted a parental leave policy at its last board meeting effective July 1, 2019, any employees currently on parental leave as of July 1, 2019 be granted full parental leave under the policy.

Voice vote:

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

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

8. New Business

a. Updated Capital Reserve Study

Executive Director Dilger presented an updated Capital Reserve Study showing items that would have lifespans extended longer than initially planned. An additional column titled "WHO" was added to clarify which work will be managed in-house.

b. Proposal for Owner's Representative Services

Dan Eallonardo from Independent Construction Services shared information about his company and details of the proposal. He detailed his expertise on library construction and his role as liaison for the Library.

Trustee Brauer moved, seconded by Trustee Snyder, approval of the proposal for owner's representative services from Independent Construction Services for \$140/hour for an amount not to exceed \$6,160 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

c. Agreement for Architectural Services from Engberg Anderson in the Amount of \$155,300

Trustee Snyder moved, second by Trustee Brauer, approval of the agreement for architectural services from Engberg Anderson in the amount of \$155,300 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

c. Policy Review and Approval

i. Policy 8 – Community Relations

Trustee Brauer highlighted the revisions to Policy 8 items.

ii. Appendix 8A-Guidelines for Display Cases

The appendix was amended to reflect additional provisions regarding non-profit organizations.

Trustee Brauer moved, seconded by Trustee Snyder, approval of Policy 8-Community Relations and Appendix 8A-Guidelines for Display Cases as presented, effective July 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

9. **President's Report**

a. Agenda Changes

President Vanderhoek stated that she will meet with Trustee Snyder and Executive Dilger each month to discuss agenda items prior to the meeting. She would like Trustees to then take ownership of different items and come prepared to speak on them. She will also include a copy of the draft minutes from the previous month to be included in the Board packet for all Trustees to review and submit comments or corrections.

b. Board Expectations

President Vanderhoek asked that Trustees be on time to meetings, be responsive to emails and phone calls, to stay in touch and come prepared to meetings.

Trustee Brauer suggested that if any Board member has a substantial question to try and address that ahead of the meeting if possible to move meetings along. Executive Director Dilger would also appreciate hearing from Board members any questions or concerns they have so she can be sure to address in her Director's Report.

c. Review of Library Board Advocacy Activities

Participants are asked to wear your summer reading t-shirt if you are walking in the July 6th parade. You can sign up to walk with Executive Director Dilger or staff member Kiel Cross.

Trustee Sherman sent a report stating that she attended a Wills and Power of Attorney seminar with police officers. She also attended a prayer service at the

Northwest Islamic Society. She has recently visited the Seattle Public Library and the Victoria and Vancouver Public Libraries.

d. Appointment of Standing Committee

i. Board Development Committee

Board Development Committee includes Trustees Sherman and Snyder and will be chaired by Trustee Boland.

ii. Building Renovation Committee

Building Renovation Committee includes Trustees Brauer and Westhoff and will be chaired by Trustee Vanderhoek.

iii. Director's Review Committee

Director's Review Committee includes Trustees Boland and Vanderhoek and will be chaired by Trustee Sherman.

iv. Finance Committee

Finance Committee includes Trustee Vanderhoek and will be chaired by Trustee Jefferson.

v. Policy Committee

Policy Committee includes Trustee Westhoff and will be chaired by Trustee Brauer.

e. Appointment Committee to Review Open and Closed Session Minutes

Trustees Boland and Snyder were appointed to the Committee to Review Open and Closed Session Minutes. Trustee Boland will be the Chair.

10. Director's Report

The Library has purchased software from OpenGov to help with reporting financial and non-financial statistics on our website.

The first three volunteers have started helping with our homebound program by pulling holds and making deliveries to patrons. We are still looking for more volunteers to help with this program.

The Library is one of the agencies that is set to receive a \$100,000 grant for a makerspace capital project as a part of Governor J.B. Pritzker's "Rebuild Illinois" program. However, there is no timeline on when this money will be available.

Executive Director Dilger met with District 15 representatives to continue discussing the possibility of a community library within a new District 15 school. There are still many details to consider but the Board feels it is worth researching further.

a. Report on Office Park of Palatine

Executive Director Dilger reported the members of the Office Park of Palatine met a couple weeks ago. They are still working with the Village of Palatine to apply for federal funding for crosswalks. The office park sign on Hicks Road needs to be replaced. The Library has offered to help pay for the sign if we can be listed on the sign.

11. Committee Reports

a. Board Development Committee

None.

b. Director's Review Committee

None.

c. Finance Committee

None.

d. Policy Committee

The next meeting will be June 27th at 9:00 am to discuss Policy 3—Library Operations and related appendices.

12. Consent agenda

a. Approval of minutes: Finance Committee meeting of November 20, 2018, Board Development Committee meeting of April 23, 2019, Finance Committee meeting of April 24, 2019, Finance Committee meeting of May 7, 2019, and Nominating Committee meeting of May 7, 2019

b. Financial report and approval of warrant 2019-12 in the amount of \$694,844.48

c. Approval of Ordinance 2019-05 Authorizing Levy of an Additional Tax for the Purchase of Sites and Buildings; for the Construction and Equipment of Buildings; for the Rental of Buildings Required for Library Purposes; and for the Maintenance, Repairs, and Alteration of the Library Building and Equipment

Trustee Westhoff moved, seconded by Trustee Snyder, that the consent agenda be approved as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Sherman. **Motion carried.**

13. Correspondence

Board members will send individual thank you notes to Senator Gillespie for her help in the Library's makerspace capital program being named as one of those earmarked for the "Rebuild Illinois" program.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:28 pm.

Approved: 8-20-19


Andrea Vanderhoek, President


Tracy Boland, Secretary