



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:01 p.m. Secretary Boland was present by video conference.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference.

3. Approval of agenda

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

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.
Absent: None. **Motion carried.**

4. Introduction of visitors

Also in attendance by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Youth and Teen Services Department (YTS) Manager Kathy Burns, YTS Assistant Manager Guadalupe Colin, Administrative Associate Karla Nora, Friends representative Meg Cipar, Andrew Kim from PMA Securities, Dan Eallonardo from Independent Construction Services, and guest Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Meg Cipar reported that the Friends Board members have started the Library's safety training in order to return to volunteer. Donated books are being quarantined for 3 days. The September sale has been canceled and the end of year sale is pending. Cipar reported that one or more longtime volunteers are retiring from the Friends of the Palatine Library.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on June 17, 2020. They finalized the fundraising for the StoryWalk. The StoryWalk will open August 5 and the new story is Lola at the Library. They transferred \$919 to the Library designated for 1000 Books Before Kindergarten. The next meeting is July 22, 2020.

c. RAILS

Trustee Brauer reported that six RAILS member libraries were awarded membership grants to join the RAILS Local Library System Automation Program (LLSAP) consortia. The Palatine Library received a \$45,965 grant to join the consortia.

7. Unfinished business

a. Bond parameters

Executive Director Dilger discussed the bond ordinance which sets all parameters for the bond. It designates that the Library create two new funds: 1) Bond Fund where the Library pays debt service payments each year, and 2) Project Fund which is used to pay for renovations. It was recommended that the name of the second fund be renamed to Capital Project Fund so that if any money is leftover, it can carry over to other capital projects. PMA Securities representative Andrew Kim advised that this ordinance establishes broad parameters for the bonds and limits a maximum interest rate and what the maximum debt services can be.

- i. Approval of Ordinance 2021-01 providing for the issue of General Obligation Bonds (Alternative Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois, and for the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds

Trustee Snyder moved, seconded by Trustee Jefferson approval of Ordinance 2021-01.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

ii. S&P rating

The Palatine Library received an S&P "AA" credit rating on the general obligation bonds. The factors contributing to this rating were the strong local economy of the Palatine Library District, very strong reserves of the Library, being dependent upon property taxes rather than sales tax during the COVID-19 pandemic, and having a low debt burden.

b. Renovation project update

Executive Director Dilger reviewed renovation plans for finishes and furniture in several areas of the Library. She also reviewed renderings of minor changes to renovation areas in the Library.

i. Timeline

Dan Eallonardo from Independent Contractor Services reviewed the timeline for the Library renovation bids and discussed the review process. The bid opening date was pushed back to August 10 and bids will be due by September 3. The bids will be opened on September 3. Engberg Anderson will review the bids and qualifications of the contractors from September 8-11. They will provide their recommendation at the regular Board meeting on September 15. Dan is working with the Library attorney to determine how to convene pre-bid meetings with social distancing guidelines.

8. New business

None.

9. President's report

a. Review of Library Board Advocacy Activities

None.

b. Set date for budget and appropriations hearing

Trustee Vanderhoek set the Budget and Appropriations hearing for September 15, 2020, at 7:00 p.m. immediately preceding the regular Board meeting.

c. Johns Hopkins University Contact Tracing course report

Trustee Snyder presented an overview of information he learned from the Johns Hopkins University Contact Tracing course.

10. Director's report

Executive Director Dilger advised that the new StoryWalk will open August 5, at 10:00 a.m. at Hamilton Reservoir. The Library branch facilities opened June 29 and the main facility opened July 6. Executive Director Dilger requested permission to make minor temporary policy modifications as needed to ensure the safety of patrons and staff during the COVID-19 pandemic. The Board agreed that this would be acceptable for minor and temporary changes that need to be made quickly, but any significant changes must be communicated to the Board. The Executive Director asked the Board to consider long-term policy changes regarding personnel working from home when the state enters Phase V.

a. Strategic plan update

Executive Director Dilger advised that the Library's Equity, Diversity and Inclusion (EDI) Committee has been conducting a book club discussion which focuses on race relations and has asked if the Library could make a statement regarding the Black Lives Matter movement. The Board agreed to consider a proposal at the next meeting.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

Trustee Vanderhoek asked for another volunteer to be on this committee, and Trustee Singh agreed to volunteer. The committee plans to meet soon.

b. Board Development Committee

No report.

c. Building Renovation Committee

The Building Renovation Committee met on July 2, 2020. They discussed the updated timeline for renovation bids.

d. Director's Review Committee

No report.

e. Finance Committee

The committee will review new fund budgets at the next meeting.

f. Lock Box Committee

No report.

g. Policy Committee

The committee did not meet in July. The next committee meeting is scheduled for August 6, 2020, at 9:00 am. They will review Policy 2- Library Cards and Accounts, Appendix 2A, Appendix 2B, Appendix 2C, Policy 8-Community Relations, and Appendix 8A.

12. 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: Building Renovation Committee meeting of March 5, 2020, Building Renovation Committee meeting of June 4, 2020, Building Renovation Committee meeting of June 12, 2020, Public Hearing of June 16, 2020, regular meeting of June 16, 2020, and Building Renovation Committee meeting of July 2, 2020

b. Financial report and approval of Warrant 2021-01 in the amount of \$939,069.45

Trustee Snyder, moved, seconded by Trustee Jefferson, approval of the Consent Agenda as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: **Motion carried.**


13. Correspondence

None.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:53 p.m.

Approved: 8-18-20


Andrea Vanderhoek, President


Tracy Boland, Secretary