



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:08 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, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference. Trustee Jefferson was absent.

3. Approval of agenda

Trustee Snyder recommended removing from the agenda Item 8.b. Request for hearing from R. Benton, and changing the date to November 3, 2020, in Item 8.d. Polling place for November 2, 2020. Trustee Snyder moved, seconded by Trustee Brauer, approval of the agenda as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson **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 (HR) Manager Mary Schaeffer, Popular Materials Department (PMD) Manager Kathy Burns, Facilities Manager Gregg Szczesny, HR Associate Karla Nora, Equity, Diversity and Inclusivity (EDI) Committee representative Emilie Cheng, Friends representative Meg Cipar, Dan Eallonardo from Independent Construction Services, and League of Women Voters representative Ann Kennedy.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Meg Cipar reported that a few Board members are periodically coming into the Library to volunteer. The Friends have not decided as to when they will start accepting book donations. They do not anticipate having any book sales this year.

b. Palatine Public Library District Foundation

Executive Director Dilger reported that the Foundation had a very successful StoryWalk opening. The Foundation is focusing on renovation fundraising by preparing flyers to promote various spaces in the Library renovation for naming rights. The next meeting is August 20, 2020, at 9:00 am by video conference.

c. RAILS

Trustee Brauer advised that there was no RAILS Trustee information to report.

7. Unfinished business

a. Bond sale

Executive Director Dilger reviewed the results of the bond sale and advised that the Library expects to receive the proceeds of six million dollars on August 20, 2020. The Library received a very favorable rate of 1.613178%. There is a new debt service schedule with principal payments always due on December 1 and interest payments due on June 1 which helps with budgeting.

b. Renovation project update

Executive Director Dilger advised that there are two mandatory pre-bid meetings on August 19, 2020, and a total of 50 people are registered for it. The registrants are general contractors and some sub-contractors (i.e. electrical, plumbing, movers, and furniture). The meetings will be recorded and put on our website to ensure that all are provided equal information.

Dan Eallonardo, from Independent Construction Services, advised that the bid documents were available August 10, 2020. There are 40 general contractors who have pulled plans. Bids will be due to the Library on September 3, 2020. The Library is bidding three jobs: construction, moving, and furniture. Bids will be opened and read on September 3, 2020. After bid opening, Engberg Anderson will compile a bid tabulation and review to ensure all bid requirements are met. Dan and Engberg

Anderson will do a scope and qualification review. They will then make a recommendation to the Board at the September 15, 2020, regular Board meeting. When the bid is approved, permits will be obtained, and construction will start in October.

Executive Director Dilger discussed the eligibility letter the Library received for a grant of two million dollars from the Illinois State Library. She advised that the Library renovation must meet five different requirements and the Library must set up a separate bank account in order to receive the grant funds.

Executive Director Dilger advised that she and Dan Eallonardo met with the Facilities Manager at Hoffman Estates Park District in July regarding the park district's renovation grant and how it will affect the North Hoffman Branch renovation. The park district advised that their grant provides for a build out/finished space for the Library branch with lighting, HVAC and flooring with a possibility for a first floor location. Furniture, fixtures, and optional windows will need to be provided by the Library.

8. New business

a. Parking garage condition assessment

Dan Eallonardo advised that the Library received a proposal from a general contractor to repair the parking garage which outlined \$300,000 in repairs. Due to the amount of recommended repairs, the Library chose Walker Consultants to do a complete evaluation of the entire parking garage to determine if the repairs were warranted. Walker Consultants' assessment came to a potential \$700,000 in repair costs. The report results were reviewed with Trustees. The Facilities Manager provided comments on the hazards and failures which have been observed and reviewed photos of these in the report. The next steps are to put bid documents together and go out for bid.

b. Statement on equity, diversity and inclusion

Trustee Westhoff advised that the Library's Equity, Diversity, and Inclusion (EDI) Committee prepared a statement to be issued by the Library in response to recent race relations incidents this year. Human Resources Manager Mary Schaeffer read the proposed statement. Trustee Brauer recommended in the second line that the word systematic be changed to systemic. Trustees thanked the EDI Committee for their work on this statement and Executive Director Dilger recognized Library staff Tracie Padal, Carly Thompson, and Emilie Cheng for their work on the statement.

Trustee Boland moved, seconded by Trustee Singh, approval of the statement on equity, diversity and inclusion as amended.

Roll call vote:

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

c. Polling place November 3, 2020

Trustee Snyder recommended to close the Library on election day to protect the health and safety of patrons and voters. The Library hosts three precincts and space will be limited with renovation construction at that time.

Trustee Snyder moved, seconded by Trustee Boland, to close the Library on November 3, 2020, in order to provide a safe polling place for the general election.

Roll call vote:

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

d. Budget and appropriations draft 2020-2021

Executive Director Dilger highlighted the changes in the Budget and Appropriations document. Liability Insurance, Bond Fund, Capitol Project Fund, and Corporate Fund were reviewed. This report will be on file at the Library for public inspection and will be presented at the Public Hearing prior to the regular Board meeting in September.

e. Action on closed session minutes and verbatim recordings

The Committee to review Open and Closed Session Minutes met on August 7, 2020, and reviewed all of the open and closed session minutes.

Trustee Boland moved, seconded by Trustee Snyder, that the minutes of the following closed meetings of the Board of Library Trustees be approved as presented:

Special Board Meeting of April 7, 2020
Regular Board Meeting of June 16, 2020

Roll call vote:

Ayes: Boland, Brauer, Singh, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.

Absent: Jefferson **Motion carried**

Trustee Boland moved, seconded by Trustee Snyder, that the following sets of approved closed session minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection:

Special Board Meeting of April 7, 2020
Regular Board Meeting of June 16, 2020

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson **Motion carried**

Trustee Boland moved, seconded by Trustee Singh, that the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no less than 18 months after completion of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection.

Regular Board Meeting of January 9, 2019

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson **Motion carried**

f. Policy review and approval

- i. Policy 2–Library Cards and Accounts
- ii. Appendix 2A-Rules and Restrictions
- iii. Appendix 2B-Fines and Fees
- iv. Appendix 2C-Schedule of Loan Periods
- v. Appendix 3A-Hours of Operations
- vi. Appendix 3B-Statement of Professional Ethics
- vii. Appendix 3C-Library Bill of Rights

Trustee Brauer explained that most changes had to do with the switch over to the Cooperative Computer Services (CCS) consortium. Trustee Brauer moved, seconded by Trustee Westhoff, approval of changes to Policy 2-Library Cards and Accounts, Appendix 2A-Rules and Restrictions, Appendix 2B-Fines and Fees, Appendix 2C-Schedule of Loan Periods, Appendix 3A-Hours of Operations, Appendix 3B-Statement

of Professional Ethics, and Appendix 3C-Library Bill of Rights as presented, effective September 1, 2020.

Roll call vote:

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

g. Certification of the Illinois Public Library Annual Report to the State Library

Trustee Singh moved, seconded by Trustee Snyder, that the Illinois Public Library Annual Report (IPLAR) be approved and submitted to the State Library as presented.

Roll call vote:

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

h. Approval of trustee attendance at ILA Virtual Conference on October 20-22, 2020 in the amount of \$100 per person

The registration deadline for the conference is September 21, 2020. Trustees Brauer, Vanderhoek and Snyder were interested in attending the conference.

Trustee Brauer moved, seconded by Trustee Snyder, approval of trustees attendance at ILA Virtual Conference on October 20-22, 2020 in the amount of \$100 per person.

Roll call vote:

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

i. Approval of Resolution of 2021-01 Resolution to Establish a Construction Account

Trustee Boland moved, seconded by Trustee Snyder, approval Resolution 2021-01 Resolution to Establish a Construction Account.

Roll call vote:

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

Nays: None.
Abstain: None.
Absent: Jefferson **Motion carried**

9. President's report

a. Review of Library Board Advocacy Activities

None.

10. Director's report

a. Strategic plan update

Executive Director Dilger reviewed the Director's Report and Strategic Plan and advised that FY20 numbers were down due to the Library closing from March 14-June 30.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

Trustee Boland advised that this Committee met on August 7, 2020. Trustee Boland moved, seconded by Trustee Brauer, that the October 28, 2019 Finance Committee minutes be amended to show the correct date of October 28, 2019.

Roll call vote:

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

b. Board Development Committee

No report.

c. Building Renovation Committee

Trustee Vanderhoek announced that the renovation bid opening is September 3, 2020, at 2:00 p.m. in the Library's Board Room.

d. Director's Review Committee

No report.

e. Finance Committee

The committee met on August 10, 2020, and reviewed the budget for the public hearing in September.

f. Lock Box Committee

Trustee Boland advised that the lockbox inventory was updated and they need to add an updated inventory list.

g. Policy Committee

The next committee meeting is scheduled for September 3, 2020, at 9:00 am. They will review Policy 3-Library Operations, Policy 8-Community Relations, and Appendix 8A-Guidelines for Display Cases and Art Exhibits.

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: Director's Evaluation committee meeting of December 12, 2019, Committee to Review Contents of Lockbox meeting of February 29, 2020, Finance Committee meeting of April 21, 2020, regular meeting of June 16, 2020 (corrected), regular meeting of July 21, 2020, and Policy Committee meeting of August 6, 2020, and Finance Committee meeting of August 10, 2020
- b. Financial report and approval of Warrant 2021-02 in the amount of \$482,897.94
- c. Receipt of semiannual Statement of Receipts and Expenditures (in compliance with 50 ILCS 305/1)

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

Roll call vote:

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

13. Correspondence

Trustees received cards from the Teen Advisory Board in recognition of Library Worker's Day, correspondence from a community member on a number of topics, and the Illinois State Library Public Library Construction Act grant eligibility letter.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:46 p.m.

Approved: SEPTEMBER 15, 2020


Andrea Vanderhoek, President


Tracy Boland, Secretary

