



Board of Library Trustees Regular Meeting
Video Conference
September 15, 2020
Immediately following public hearing

Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:04 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 Brauer, 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, Collection Services Manager Violet Jaffe, Youth & Teen Services Manager Kathy Burns, Human Resources (HR) Associate Doreon Reed, HR Associate Karla Nora, Dan Eallonardo from Independent Construction Services, Sarah Ponto, Kristin Richardson and Joe Huberty from Engberg Anderson, Joe Schmitz from FH Paschen, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

No report.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on August 20, 2020. They focused on naming opportunities for the new renovation areas and edited some written materials. The next meeting is on September 24, 2020.

c. RAILS

Trustee Brauer advised that nominations are being accepted for the Institute of Museum and Library Services (IMLS) 2021 National Medal award, the nation's highest honor awarded to libraries and museums. Nominations may be made by employees, Board members, volunteers, members of the public or government officials. Nominations are due by November 2, 2020. The email address for more information is nationalmedals@imls.gov.

7. Unfinished business

a. Renovation bids

Executive Director Dilger shared Engberg Anderson's Evaluation of Received Bids document with the Board. Kristin Richardson from Engberg Anderson provided a summary of the evaluation of Bid Package 1, 2 and 3 and reviewed the amounts of the lowest bidders and any irregularities in the bid. Engberg Anderson provided award recommendations to the Board for all three bid packages.

The Library is awaiting the approval of an Illinois State Library grant for the renovation project, therefore the Board decided to table the decision to award contracts at this meeting. A Special Board Meeting, with a quorum of at least four Trustees, will be held to award the renovation contracts for each bid package after the grant is received. Bidders are required to hold their bids for 60 days.

8. New business

a. Adoption of Budget and Appropriations Ordinance 2021-02

Trustee Jefferson moved, seconded by Trustee Snyder, that Ordinance 2021-02, an Ordinance providing for the Budget and Appropriations of the Palatine Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2020, and ending June 30, 2021, be adopted as presented.

Executive Director Dilger advised that the Capitol Projects Budget had gone up slightly from the ordinance provided in the Board packet, therefore Trustee Jefferson withdrew his motion.

Trustee Jefferson moved, seconded by Trustee Snyder, that Ordinance 2021-02, an Ordinance providing for the Budget and Appropriations of the Palatine Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2020, and ending June 30, 2021, be adopted as amended.

Executive Director Dilger advised that the auditor found that there were \$97,000 in fees with the \$6,000,000 bond sale and the builder's risk insurance, permit, and legal fees were refined and added. The Library is still underbudget with these added expenses.

Roll call vote:

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

b. Authorization of transfer of \$600,000 from corporate fund to special fund

Trustee Jefferson, seconded by Trustee Brauer, moved approval of the transfer of \$600,000 from corporate fund to special reserve fund as presented.

Roll call vote:

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

c. Policy review and approval

- i. Policy 3-Library Operations
- ii. Appendix 3D-Code of Conduct
- iii. Policy 8-Community Relations

Trustee Brauer presented the changes to Policy 3-Library Operations, Appendix 3D-Code of Conduct and Policy 8-Community Relations. Trustees discussed the language used in Policy 3 and agreed to review this policy further at the next committee meeting.

Executive Director Dilger discussed the background for adding court ordered volunteers to Policy 8 and the volunteers' duties at the Library.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Appendix 3D-Code of Conduct and Policy 8-Community Relations as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

9. President's report

a. Review of Library Board Advocacy Activities

Trustee Brauer reported that she had communication with community members of Ballot Z and League of Women Voters.

b. Set date for public hearing on tax levy

Trustee Vanderhoek advised that a tax levy hearing is required if the tax levy increase is 5% or more. This year's tax levy is less than 5% so a public hearing is not needed. The tax levy ordinance will be adopted at the November regular Board meeting.

c. Trustee election cycle and term length

Trustee Vanderhoek advised that there are five Board seats up for election in April 2021 and petition circulation begins on September 22, 2020. The Board declared that for the April 2021 election, one of these open seats will be a two-year unexpired term and four of these open seats will be a four-year term. This will allow for four trustees to be elected in one period and three trustees in another, so it is more evenly distributed.

10. Director's report

Executive Director Dilger reported that the North Hoffman branch recently expanded their hours to include Saturdays. The Library is due to renew its rental contract with the Hoffman Estates Park District and they proposed an evergreen contract which automatically renews each year indefinitely until one party gives 120-day written notice to terminate it. The Board will review the contract next month.

The Trunk or Treat event in Palatine is on Friday, October 23, 2020, at Falcon Park Recreation Center at 6:30 p.m. and they are looking for agencies to participate.

a. Strategic plan update

Executive Director Dilger gave a mid-year assessment of progress on this year's action steps. Despite pandemic closures, we have completed or made significant progress on most action items. Dilger reported that they have resolved most of the issues with the CCS migration. Staff and members are getting used to the new catalog.

b. Annual statistics comparison

Executive Dilger reported that the Library was open 30% less hours and most of the statistics were down about 30%. Young adult attendance was up which may be attributed to a new hire of an energetic teen librarian and virtual programs which appeal to teens. Circulation was down only 18%.

c. Summer reading program wrap-up

Youth and Teen Services Manager Kathy Burns reported that with the COVID pandemic, summer reading numbers were down about 45% with 3,164 participants. The program was down only 1% in completion. There were 62 teen volunteers who volunteered remotely. They prepared social media posts, provided Goodreads reviews, and wrote letters to homebound residents. There were 141 families who completed the summer reading program together.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

The committee voted to amend the minutes of one meeting. The committee will not meet again until January.

b. Board Development Committee

No report.

c. Building Renovation Committee

The committee met on September 3, 2020, which was the renovation bid opening. They will continue to keep a monthly meeting scheduled.

d. Director's Review Committee

No report.

e. Finance Committee

The Finance Committee met on August 10, 2020, regarding the budget and appropriations which was discussed previously in the meeting. The next meeting will be early November to review the tax levy.

f. Lock Box Committee

Trustee Boland advised that she needs to destroy documents in the lockbox at the bank and will do this before the next Board meeting.

g. Policy Committee

Appendix 8A-Guidelines for Display Cases and Art Exhibits was not reviewed at the September meeting and was tabled due to the pandemic and upcoming renovation. The next committee meeting is October 1, 2020, at 9:00 am. The committee will review sections of Policy 3, Policy 4-Library Administration, Appendix 4A-Role of the Board of Library Trustees, Appendix 4B-Role of the Trustee, Appendix 4C-United for Libraries Public Library Trustees Ethics Statement, Appendix 4D-Role of the Executive Director, and Policy 5-Financial Management.

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: Committee to Review Closed and Open Session Minutes of August 7, 2020, regular meeting of August 18, 2020, Policy Committee meeting of September 3, 2020, and Building Renovation Committee meeting of September 3, 2020

b. Financial report and approval of Warrant 2021-03 in the amount of \$529,790.82

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

13. Correspondence

None.

14. Adjournment

President Vanderhoek adjourned the meeting at 9:00 p.m.

Approved: 10-20-20


Andrea Vanderhoek, President


Tracy Boland, Secretary