



**Board of Library Trustees
Regular Meeting
Video Conference
October 20, 2020, 7:00 pm**

Due to the Governor's "Stay-at-Home" Executive Order, this meeting will be conducted virtually via MS Teams. Below is information to join by computer or phone.

<https://tinyurl.com/yy48f58v>

1-872-239-5794

Conference ID: 884 547 311#

In lieu of providing public comment in person, members of the public may send statements to the Executive Director at director@palatinelibrary.org. Comments sent at least 30 minutes in advance of the meeting will be read aloud during the public comment section.

Agenda

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
 - a. Friends of the Palatine Library (Friends Treasurer Cipar or designee)
 - b. Palatine Public Library District Foundation (Jefferson)
 - c. RAILS/ILA (Brauer)
7. Unfinished business
 - a. Renovation update (Dilger)
8. New business
 - a. Acceptance of FY 2019-20 Audit (Michael del Valle, Lauterbach & Amen)
 - b. Lease agreement with Hoffman Estates Park District (Snyder)

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.

- c. Donations and room naming opportunities (Jefferson)
 - i. Ruth Patterson
 - ii. Jeffrey Westhoff
 - iii. Memorial opportunities (Vanderhoek)
- d. Policy review and approval (Brauer)
 - i. Policy 3—Library Operations
 - ii. Policy 4—Library Administration
 - iii. Appendix 4A—Role of the Board of Library Trustees
 - iv. Appendix 4B—Role of the Trustee
 - v. Appendix 4C—United for Libraries Public Library Trustees Ethics Statement
 - vi. Appendix 4D—Role of the Executive Director
- e. Resolution 2021-02 Authorizing Public Library Non-Resident Card Participation and Fees (Westhoff)
- 9. President’s report (Vanderhoek)
 - a. Review of library board advocacy activities
- 10. Director’s report (Dilger)
- 11. Committee reports
 - a. Committee to Review Open and Closed Session Minutes (Boland, Snyder, Singh)
 - b. Board Development Committee (Boland, Snyder)
 - c. Building Renovation Committee (Vanderhoek, Brauer, Westhoff)
 - d. Director’s Review Committee (Boland, Vanderhoek)
 - e. Finance Committee (Jefferson, Vanderhoek)
 - f. Lock Box Committee (Boland, Snyder)
 - g. Policy Committee (Brauer, Westhoff)
- 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

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- i. Public hearing minutes of September 15, 2020
 - ii. Regular meeting of September 15, 2020
 - iii. Policy Committee meeting of October 1, 2020
 - iv. Special meeting of October 8, 2020
 - b. Financial report and approval of Warrant 2021-04 in the amount of \$587,080.68
13. Correspondence
14. Adjournment

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