



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

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**Minutes**

**1. Call to order**

President Vanderhoek called the meeting to order at 7:00 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 Singh, 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, Finance Manager Beth Schwarz, Human Resources (HR) Manager Mary Schaeffer, Youth & Teen Services Manager Kathy Burns, HR Associate Karla Nora, Kristin Richardson from Engberg Anderson, Mike del Valle from Lauterbach and Amen, Teen Advisory Board (TAB) representative Anish Mukherjee, and guest Emilie Cheng.

**5. Public comment**

None.

**6. Liaison reports**

**a. Friends of the Palatine Library**

No report.

b. Teen Advisory Board (TAB)

Anish Mukherjee announced that he is the new TAB Board liaison. At the October meeting a new 2020 executive board was introduced and Rebecca Cohen, Library Marketing Assistant, spoke to them about promoting their activities on the Library's social media. The Board divided into groups and worked on letters to homebound patrons, digital content for social media, book reviews, book displays and crafts.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation has continued efforts to find donors for naming rights and has two donors to vote on later at this Board meeting. Their next meeting is October 22, 2020.

d. RAILS

No report.

**7. Unfinished business**

a. Renovation update

Executive Director Dilger advised that renovation contracts were sent out on Monday, October 12, 2020. The contractor for moving, Iron Mountain, requested to make changes regarding the insurance liability which was required. However, the library's attorney advised the requested changes were material changes and would be unfair to other bidders. Iron Mountain was advised that the changes could not be accepted and was told to accept the contract as is or withdraw their bid. Iron Mountain accepted the contract and requested very minor changes which were approved by the library's attorney. These changes will be written into the contract.

**8. New business**

a. Acceptance of FY 2019-20 Audit

Michael del Valle from Lauterbach & Amen reviewed the FY 2019-20 audit. He reported that the Library has an unmodified audit opinion which is the highest level that is issued and is in a good financial position. The only recommendation was to consider developing a written Capital Asset Policy.

Trustee Snyder moved, seconded by Trustee Brauer, acceptance of the FY2019-20 audit as presented.

Roll call vote:

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

b. Lease agreement with Hoffman Estates Park District

Trustee Snyder reported that the lease agreement with Hoffman Estates Park District is up for renewal. The only change is that the agreement will now renew automatically each year and either party can opt out with a 120 day written notice. The rent will remain the same at \$2,500/month.

Trustee Snyder, seconded by Trustee Boland, moved approval of the lease agreement with the Hoffman Estates Park District as presented.

Roll call vote:

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

c. Donations and room naming opportunities

Trustee Jefferson advised that the Foundation received two donor interests in naming opportunities. Executive Director Dilger cited a memo in the Board Packet outlining the rooms and names and will work with the donors on signage. The donation will be given to the Foundation, who will in turn give to the Library.

i. Ruth Patterson

Trustee Jefferson moved, seconded by Trustee Brauer, to name one study room in memory of Patrick James Patterson and one study room in memory of John F. & Patricia L. Dickmann as presented.

Roll call vote:

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

ii. Jeanette Westhoff

Trustee Jefferson moved, seconded by Trustee Brauer, to name one Story Room in memory of Jeanette Spillman Westhoff as presented.

Roll call vote:

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

iii. Memorial opportunities

The Board discussed how to approach people and groups about naming opportunities and the concept of having rooms named in memory of famous people or a core value. The Board determined that the focus should be promoting naming rights for individuals or businesses from our local community who have made a difference in the community and value the Library. Suggestions for donors should be made to the Foundation.

d. Policy review and approval

i. Policy 3—Library Operations

Trustee Brauer advised that changes were made to Policy 3 based upon discussion at the September Board meeting. In Policy 3-16 Public Use of Study Rooms, Trustee Brauer recommended changing the word “members” to “visitors” in reference to the quiet reading room and registered/ticketed visitors. In Policy 3-5 Weapons, Hazardous Materials, and Dangerous Behavior, the Board agreed to the statement “All sworn law enforcement officers are exempt from the prohibition against concealed firearms, as provide by state and federal law.”

Trustee Brauer moved, seconded by Trustee Westhoff, approval of changes to Policy 3—Library Operations as amended, effective November 1, 2020.

Roll call vote:

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

ii. Policy 4—Library Administration

Trustees discussed Policy 4-1.5 Library Safety Deposit Box and Policy 4-1.6 Verbatim Records of Closed Meetings. The Board agreed to conduct a bi-annual inventory of contents of lockbox and to deposit the

closed meeting audio recordings in the lockbox within 30 calendar days of the recorded meeting.

Trustee Brauer moved, seconded by Trustee Jefferson, approval of changes to Policy 4—Library Administration as amended, effective November 1, 2020.

Roll call vote:

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

- iii. Appendix 4A—Role of the Board of Library Trustees
- iv. Appendix 4B—Role of the Trustees
- v. Appendix 4C—United for Libraries Public Library Trustees Ethics Statement
- vi. Appendix 4D—Role of the Executive Director

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Appendix 4A—Role of the Board of Library Trustees, Appendix 4B—Role of the Trustees, Appendix 4C—United for Libraries Public Library Trustees Ethics Statement, and Appendix 4D—Role of the Executive Director as presented, effective November 1, 2020.

Roll call vote:

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

e. Resolution 2021-02 Authoring Public Library Non-Resident Card Participation and Fees

Trustee Snyder moved, seconded by Trustee Jefferson, approval of Resolution 2021-02 Authoring Public Library Non-Resident Card Participation and Fees as presented.

Executive Director Dilger advised that any student who lives in an unserved area and is receiving free and reduced-priced meals is eligible for a non-resident library card at no fee.

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 Vanderhoek reported that several Trustees are registered to attend the ILA Conference. Trustees were asked to report highlights at the next Board meeting.

Trustee Boland reported that the Trunk or Treat is Friday, October 23, 2020, at Falcon Park.

Trustee Vanderhoek reported that she was invited to present her capstone project at the Northbrook Library Board of Trustees meeting in January 2021.

**10. Director's report**

Executive Director Dilger reported that ILA Conference opened today. She invited Trustees to attend a virtual workshop presented by Amanda Standerfer entitled "Development and Fundraising Fundamentals for Library Board Members" on November 11, 2020, at 6:30 p.m. A picture of a new Spanish alphabet table located at the Rand Road branch was shared with Trustees.

**11. Committee reports**

a. Committee to Review Open and Closed Session Minutes

No report.

b. Board Development Committee

No report.

c. Building Renovation Committee

The Committee will continue to keep a monthly meeting scheduled, but there will be no meeting in November.

d. Director's Review Committee

This Committee will need to set up a meeting soon.

e. Finance Committee

The Finance Committee will meet in November to review the tax levy.

f. Lock Box Committee

The Board decided that this Committee will be meeting bi-annually and will deposit closed meeting audio recordings in the lockbox within 30 calendar days of the recorded meeting.

g. Policy Committee

The next meeting is November 5, 2020, at 9:00 a.m. The Committee will review Policy 5—Financial Management, Policy 7—Collection Management and its four Appendices, Bylaws, and Appendix 0—Rules of Procedure for Public Meetings and Hearings.

**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

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 Board meeting of October 8, 2020

b. Financial report and approval of Warrant 2021-04 in the amount of \$587,080.68

Trustee Snyder, moved, seconded by Trustee Brauer, 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**

Trustee Vanderhoek received a letter from the Palatine Historical Society.

Trustee Jefferson received an email requesting more open hours at one of the branches. The Library has since added Saturday hours to the North Hoffman branch.

**14. Adjournment**

President Vanderhoek adjourned the meeting at 8:34 p.m.

Approved: 11-17-20

DocuSigned by:  
*Andrea Vanderhoek*

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Andrea Vanderhoek, President

DocuSigned by:  
*Tracy Boland*

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Tracy Boland, Secretary