



Board of Library Trustees Regular Meeting
Video Conference
November 17, 2020
immediately following public hearing

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, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference.

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Jefferson, 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 (HR) Manager Mary Schaeffer, Youth & Teen Services Manager Kathy Burns, Youth & Teen Services Assistant Manager Guadalupe Colin, Adult Services Librarian Xiang Li, Adult Services Library Associate Gayle Weyland, HR Associate Karla Nora, Friends representative Meg Cipar, and Teen Advisory Board (TAB) representative Anish Mukherjee.

5. Public comment

Executive Director Dilger read public comments from resident Alin Steglinski, which expressed concerns regarding the risks of the library being open during the

COVID-19 pandemic and his support for curbside mandates. He would like the Library to provide curbside service only during the renovation period and winter season while also dealing with the COVID-19 pandemic to maintain safety for all.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Meg Cipar reported that they have welcomed a few more volunteers to help sort books. The book drop offs in October were very successful and they are sorting thru those books. There will be no book sales anytime soon. They are looking into working with a book dealer to sell the books.

b. Teen Advisory Board (TAB)

TAB representative Anish Mukherjee reported that at the November meeting they decided on their annual service project which will be writing Valentine cards to seniors. They also discussed creating an online scrapbook to spread awareness of their activities and ways to increase teen enrollment in the Winter Reading Program.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on October 22, 2020. They are continuing efforts to find donors for naming rights and have put together a brochure to use. They will meet November 19, 2020 to continue to work on fundraising activities. The Foundation has an account balance of \$6,900.

d. RAILS

Trustee Brauer cited the following excerpts from an American Library Association (ALA) news statement, "On September 22 the White House issued its *Executive Order on Combating Race and Sex Stereotyping*, prohibiting federal employees, contractors, and grant recipients from discussing or considering concepts such as critical race theory and white privilege and discouraging diversity education and training.... ALA rejects this claim. We are painfully aware that libraries and the profession of librarianship have been—and still are—complicit in systems that oppress, exclude, and harm Black people, indigenous people, and people of color, and deny equal opportunity to women. We assert that a commitment to learn from the painful and brutal legacies of our history is essential to the fulfillment of our promise as a country of equal rights and opportunities." She can send more information if Trustees are interested in reading the entire article.

She also reported that RAILS is offering a webinar for Trustees entitled “Compliance with the Open Meetings Act (OMA)” on December 8, 2020, from 10:00-11:30 a.m. Trustees can sign up thru RAILS if interested.

7. Unfinished business

a. Renovation update

Executive Director Dilger advised that staff recently met with contractor FH Paschen and the movers Iron Mountain. Iron Mountain is planning to start Monday, November 30, 2020, and will work for two weeks to move furniture to prepare for Phase 1. FH Paschen will start after moving is completed and when the Library has the building permit. The building permit will cost approximately \$98,000 which was in the budget.

Facilities Manager Gregg Szczesny has been working with ComEd on lighting incentives which could provide \$30,000-\$40,000. Gregg is hoping to retrieve all of the metal halide ballasts and sell them for repurpose. Staff are also working on some furniture disposal and there are items still available for purchase. Trustees were advised to notify Gregg if they know of non-profit agencies needing furniture.

b. Approval of Ordinance 2021-03: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2020, and Ending June 30, 2021

Trustee Jefferson reported that a public hearing was held on this ordinance earlier in the evening.

Trustee Jefferson moved, seconded by Trustee Brauer, approval of Ordinance 2021-03: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2020, and Ending June 30, 2021, as presented.

Roll call vote:

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

8. New business

a. Approval of Ordinance 2021-04: Ordinance Abating the Tax Heretofore Levied for the Year 2020 to Pay Debt Service on General Obligation

Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois

Trustee Jefferson advised that the Board made a decision on borrowing by issuing bonds for the library renovation and how to structure the debt service. The Board chose to back up debt with a tax levy that gave the Library a better interest rate over a longer period of time. The Library has enough money to repay the bond debt without levying additional taxes. Therefore, on an annual basis the Board must pass an ordinance to abate the tax levy and not take out additional taxes on residents.

Trustee Jefferson moved, seconded by Trustee Brauer, approval of Ordinance 2021-04: Ordinance Abating the Tax Heretofore Levied for the Year 2020 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois as presented.

Trustees discussed the requirement of passing the abatement each year.

Roll call vote:

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

b. Policy review and approval

- i. Policy 5--Financial Management
- ii. Policy 7--Collections Management
- iii. Appendix 7D--ALA Statement on Rating Systems

Trustee Brauer advised that changes were made in Policy 5 regarding the purchasing policy to reflect that the Library does not need to solicit bids on certain services over \$25,000 per the Local Government Professional Selection Act. There were no ALA changes to Appendices 7A, 7B or 7C, but Trustees were encouraged to still review these. In Policy 5, a Capital Assets policy was added as recommended in the annual audit.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 5--Financial Management, Policy 7--Collections Management, and Appendix 7D--ALA Statement on Rating Systems, as presented effective December 1, 2020.

Roll call vote:

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

c. Intergovernmental and subrecipient agreement for coronavirus relief funds

Trustee Westhoff advised that the Library applied for these funds thru the Federal Cares Act for Coronavirus Relief and it could provide up to \$5,000 to the Library.

Trustee Snyder moved, seconded by Trustee Westhoff, approval of Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds 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

Trustees Brauer and Vanderhoek attended the Illinois Library Association (ILA) Conference and each reported on a session they attended. Trustee Snyder will provide a report at the next Board meeting.

Trustee Westhoff advised that the bulletin board in his subdivision had the Library newsletter posted with programs highlighted.

Trustees Boland, Singh, and Vanderhoek attended the drive thru Trunk or Treat event at Falcon Park.

b. Director's annual review process

Trustee Vanderhoek advised that Executive Director Dilger will be sending her self-evaluation materials to the Director's Review Committee by November 20. The Committee will then send these materials to Trustees for review and feedback. The Director's Review Committee will be meeting with the Executive Director on December 11, 2020, at 10:00 a.m.

10. Director's report

Executive Director Dilger provided a report on curbside only service which starts November 19. It will include the following: longer hours, limited curbside service at the branches, take & make craft kits, Library of Things items, and possibly some printing services. Staff working from home will be able to handle phone demand with the new phone system and can access the new web-based Polaris system. Virtual programming will continue and has been well attended. Executive Director Dilger discussed the Governor's Address on moving to Tier 3 and how it affects the Library. Trustees discussed the potential of curbside service being extended for a longer period of time.

Executive Director Dilger provided an overview of some new statistics retrieved under the new Polaris system and traditional circulation and program statistics. Trustees discussed which statistics were useful to see and the value of 2020 statistics due to COVID-19 pandemic.

a. ILA virtual conference report

Executive Director Dilger and Library staff reported on the sessions they attended at the ILA Conference in October:

Executive Director Dilger – "Employee Handbooks Made Easy"
Xiang Li – "Free Ways to Expand Programming for Adult Learners"
Gayle Weyland – "Library Programming in Uncertain Times"
Guadalupe Colin – "Pages Against Prejudice"

b. Strategic plan update

Executive Director Dilger shared a year-to-date update on the action steps on the Strategic Plan. The Library completed a lot during the COVID-19 pandemic, but there were some things that were delayed which will carry over to 2021. Staff are working on 2021 action steps.

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 meet on Thursday, December 3, 2020, at 3:30 p.m. They plan to discuss how the curbside only service could affect construction.

d. Director's Review Committee

This Committee will meet on Friday, December 11, 2020 at 10:00 a.m. All Trustees are encouraged to participate in the meeting.

e. Finance Committee

The Finance Committee met on November 12, 2020 and discussed the property tax levy ordinance and property tax abatement for 2020 bonds. They reviewed an update from PMA on cash flow analysis and investments. PMA suggested to put \$3.6 million in various staggered CDs and the Committee agreed with PMA's cash flow analysis.

f. Lock Box Committee

No report.

g. Policy Committee

The Committee will not meet in December. The next meeting is Thursday, January 7, 2021, at 9:00 a.m. The Committee will review Bylaws, Appendix 0--Rules of Procedure for Public Meetings and Hearings, Policy 1--Policy Development, and Appendix 1A--Guidelines for the Development and Implementation of Policies and Procedures Affecting Access to Library Materials, Services, and Facilities.

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. regular meeting of October 20, 2020

ii. Policy Committee meeting of November 5, 2020

b. Financial report and approval of Warrant 2021-05 in the amount of \$493,069.01

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

Staff received a thank you note from the Hunger and Homelessness Group at Quest Academy for assisting with collecting blankets.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:32 p.m.

Approved: 12-15-20

DocuSigned by:
Andrea Vanderhoek
C675491626E3496...
Andrea Vanderhoek, President

DocuSigned by:
Tracy Boland
62AF07016835496...
Tracy Boland, Secretary