



Board of Library Trustees Regular Meeting
Video Conference
December 15, 2020 7:00 p.m.

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, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources (HR) Manager Mary Schaeffer, Youth & Teen Services Manager Kathy Burns, HR Associate Karla Nora, Teen Advisory Board (TAB) representative Anish Mukherjee, League of Women Voters representative Ann Kennedy, Maria Galo, Emilie Cheng, and Thakar Basati.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

No report.

b. Teen Advisory Board (TAB)

TAB representative Anish Mukherjee reported that TAB met on December 8, 2020. They discussed raising teen awareness regarding the Winter Reading Program and their charity project. Their craft crew is working on a winter project and will be donating it to WINGS.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on November 19, 2020. They are continuing efforts on the naming rights opportunity campaign and worked on a letter to send out. They set up a stock account to accept end of year donations of stock. The Foundation has an account balance of \$6,900. The next meeting is December 17, 2020.

d. RAILS

Trustee Brauer reported that there is a RAILS "Online Round Table: Trustee Update" on Wednesday, January 20 at 12:00 p.m. There will be a virtual 2021 ILA Legislative Meetup in February.

7. Unfinished business

a. Renovation update

Trustee Vanderhoek reported that the Building Renovation met the first week of December and received good feedback regarding the speed of the movers.

Executive Director Dilger advised that FH Paschen received their permit on Friday, December 4 and began work on Monday, December 7. She discussed the monthly progress report from Independent Construction Services consultant Dan Eallonardo and advised things are moving along quickly. Facilities Manager Gregg Szczesny was able to get rid of 170 pieces of furniture through online sales or charities and a scrap recycler took some of the metal shelving.

8. New business

a. Request for hearing from R. Benton

Trustee Vanderhoek reported that the Board received a large amount of correspondence and a request for a hearing from R. Benton who is currently banned from the Library indefinitely. Executive Director Dilger summarized the past history of interactions with R. Benton and actions taken by the Library, police, or court. The Board discussed R. Benton's past behavior and content of recent correspondence. Executive Director Dilger will consult with the local police department regarding safety.

Trustee Jefferson moved, seconded by Trustee Snyder, to deny the request for a hearing from R. Benton.

Roll call vote:

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

b. Approval of Ordinance 2021-05: Establishing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2021

Trustee Singh moved, seconded by Trustee Snyder, approval of Ordinance 2021-05: Establishing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2021 as presented.

Roll call vote:

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

c. Resolution 2021-03 Authorizing Intervention in All 2019-2021 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board

Trustee Snyder moved, seconded by Trustee Westhoff, approval of Resolution 2021-03 Authorizing Intervention in All 2019-2021 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board as presented. Trustee Snyder discussed the key components of the Resolution. Executive Director Dilger advised that the dates of 2016-2018 are incorrect on page 1 and should be 2019-2021. Trustees discussed the potential of appeals and the receipt of a summary of tax appeal reports. Trustee Snyder withdrew his motion.

Trustee Snyder moved, seconded by Trustee Westhoff, approval of Resolution 2021-03 Authorizing Intervention in All 2019-2021 Tax Year Appeals Before the State of Illinois Property Tax Appeal Board as amended.

Roll call vote:

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

d. Policy 9-49.8 Emergency Paid Sick Leave Due to COVID-19

Trustee Brauer reported that when this policy section was added in May, 2020, it was not expected to be needed for so long. The proposed changes were made to extend the benefits of the Emergency Paid Sick Leave (EPSL) through 2021. Executive Director Dilger advised that it is unclear if Congress will extend the COVID-19 funding to 2021, so these changes provide staff with two weeks of emergency paid sick leave due to COVID-19 through December 31, 2021. Changes were recently made to allow this benefit per instance/exposure. Library staff provided data on use of the leave in 2020 and how employees are covered. Trustee Brauer noted that this section is actual entitled Policy 9-51.8 rather than 9-49.8.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 9-51.8 Emergency Paid Sick Leave Due to COVID-19 as amended effective January 1, 2021.

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 Snyder attended a library advocacy meeting with State Representative Jonathan Carroll regarding the public value of libraries and funding.

Trustee Westhoff reported that he talked with patrons who were very enthusiastic about Cooperative Computer Services (CCS).

10. Director's report

Executive Director Dilger provided an overview of statistics regarding circulation, curbside pick-up, holds filled, and reference questions answered.

a. Strategic plan update

i. 2020 progress report

Executive Director Dilger shared a strategic plan update for October and November.

ii. 2021 action steps

Executive Director Dilger advised that the 2021 Strategic Plan has the same structure and goals with some action step items carried over to 2021. There are new themes regarding the following: branch renovation, staffing for new spaces and services, awareness of construction and changed services, multilingual services, equity, diversity, and inclusion, building and maintenance, technology, and safety procedures.

b. Board calendar

Executive Director Dilger provided an overview of the Board calendar and advised there are many of the same standard activities each month, but there are five annual items scheduled to be completed in 2021. She recommended three of these items be moved out to 2022 after the renovation: conduct community survey, update capital needs study, and update financial management plan. The Board agreed to move forward with the shift of these items to 2022.

There was discussion regarding the Governor's address regarding potential cuts in Illinois Department of Commerce and Economic Opportunity (DCEO) grants. Assistant Director Melisa Gardner will investigate this.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

The Committee will reconvene in January. Trustee Boland volunteered to be Committee Chair.

b. Board Development Committee

No report.

c. Building Renovation Committee

The Committee met on Thursday, December 3, 2020. The next meeting will be Thursday, January 7, 2021, at 4:00 p.m.

d. Director's Review Committee

This Committee met on Friday, December 11, 2020. They had a productive review of the Executive Director.

e. Finance Committee

The Finance Committee met on November 12, 2020. There is no other meeting scheduled at this time.

f. Lock Box Committee

No report.

g. Policy Committee

The Committee did not meet in December. The next meeting will be Thursday, January 7, 2021, at 9:00 a.m.

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. Finance Committee meeting of November 12, 2020

ii. Public hearing of November 17, 2020

iii. regular meeting of November 17, 2020

iv. Building Renovation Committee meeting of December 3, 2020

b. Financial report and approval of Warrant 2021-06 in the amount of \$1,165,060.40

Trustee Brauer advised that Finance Manager Beth Schwarz's name is spelled incorrectly in the Finance Committee meeting minutes of November 12, 2020.

Trustee Snyder, moved, seconded by Trustee Jefferson, approval of the Consent Agenda as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

13. Correspondence

Trustees received emails from one patron.

14. Closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (c) (1)

a. Salary scale benchmarking study

Trustee Boland moved, seconded by Trustee Brauer, to go into closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (c) (1).

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

The Board went into closed session at 8:15 p.m. and reconvened at 8:59 p.m. Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference.

15. Vote on items discussed in closed session

a. Approval of salary scale adjustment

Trustee Brauer moved, seconded by Trustee Snyder, adoption of the new salary scale as presented effective January 1, 2021.

Roll call vote:

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

16. Closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (c) (1)

a. Executive Director's evaluation

Trustee Westhoff moved, seconded by Trustee Snyder, to go into closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (c) (1).

Roll call vote:

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

The Board went into closed session at 9:01 p.m. and reconvened at 9:54 p.m. Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference.

17. Vote on items discussed in closed session

a. Approval of Executive Director salary adjustment

Trustee Boland moved, seconded by Trustee Brauer, approval of the Executive Director salary adjustment of 5.25% as presented effective January 1, 2021.

Trustee Vanderhoek recognized Executive Director Dilger for exceptional work during the past year especially during unprecedented times and with the challenges presented. The salary adjustment includes a 2% cost of living increase and a 3.25% merit increase.

Roll call vote:

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

Absent: None. **Motion carried**

18. Adjournment

President Vanderhoek adjourned the meeting at 9:56 p.m.

Approved: January 19, 2021

DocuSigned by:

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Andrea Vanderhoek, President

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Tracy Boland, Secretary