



Board of Library Trustees Regular Meeting
Video Conference
January 19, 2021 7:00 p.m.

Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:03 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, Vanderhoek, and Westhoff were present by video conference. Trustee Snyder was absent.

3. Approval of agenda

Trustee Jefferson moved, seconded by Trustee Singh, approval of the consent agenda as presented. Trustee Jefferson withdrew this motion as there were changes to be made to the agenda.

Trustee Brauer moved, seconded by Trustee Westhoff, to move the Policy Committee minutes of January 7, 2021, from the consent agenda to New Business and moved approval of the agenda as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Snyder. **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 Maureen DeRosa, and Emilie Cheng.

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 in January. They discussed Winter Reading Program goals and how to bring more teens into the program during the pandemic. They have seen 20 more teens participate this year versus last year. They have started planning to make Valentine's Day cards to send to homebound patrons.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on December 17, 2020. They are continuing efforts on the naming rights opportunity campaign and worked on content for the Library newsletter. They received a stock donation and need to set up a brokerage account. The Foundation has an account balance of \$6,900. The next meeting is January 21, 2021.

d. RAILS

No report.

7. Unfinished business

a. Renovation update

Trustee Vanderhoek advised that Independent Consultant Dan Eallonardo's renovation report was in the Board Packet for review. She advised that the Building Renovation Committee discussed the change order process and at what point does the Library team have discretion to make a decision regarding any surprises rather than bringing it to the Building Renovation Committee or Board.

Executive Director Dilger reminded the Board that the approved renovation budget has a \$150,000 contingency for any surprises that may arise and according to the Financial Policy the Executive Director can approve any additional costs within that budget. For significant structural changes and wants, she will bring to the Board for discussion. She showed pictures of

the renovation in various spaces in the Library and explained where structural changes are necessary and the cost. She also showed changes that are wanted in the Makerspace and the cost. The Board discussed the changes and agreed with the recommendations. Executive Dilger advised that they expect fewer changes in Phase II and III.

Trustee Brauer moved, seconded by Trustee Singh, to raise the sprinkler lines on the second floor to accommodate new ceiling heights in two areas and to demolish the soffit in the new makerspace area along the west windows and to reduce the width of the column entering the makerspace for Americans with Disabilities Act (ADA) considerations.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Snyder. **Motion carried.**

8. **New business**

a. Policy Committee minutes revision

Trustee Brauer moved, seconded by Trustee Westhoff, approval of the Policy Committee minutes of January 7, 2021, as amended. Trustee Brauer advised that the date of the meeting was incorrect.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Snyder. **Motion carried.**

b. Annual review of succession

Executive Director Dilger advised there were minor changes made to the succession plan. Trustee Boland moved, seconded by Trustee Brauer, approval of the Administrative Succession Plan as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Snyder. **Motion carried.**

c. Policy review and approval

i. Bylaws

Trustee Brauer advised that a few changes were made to the Bylaws, policy and appendices.

Trustee Boland advised that in the Bylaws the Secretary's duties do not include the semi-annual review of closed session meetings, but does include the once per year review of open/closed meetings for IPLAR. She recommended adding this.

ii. Appendix 0-Rules of Procedures for Public Meetings and Hearings

Trustee Brauer advised that the Policy Committee discussed the registration of public participants in Board meetings and the requirement of the Secretary to take attendance. With electronic meetings people may or may not identify themselves at the meeting if not speaking at the meeting. Executive Director will discuss how to balance privacy versus the requirement of the Secretary to record all those in attendance with the Library's lawyer.

The Board agreed to review the Bylaws and Appendix 0 further at the next Policy Committee meeting.

iii. Policy 1-Policy Development

iv. Appendix 1A-Guidelines for Library Policies

Trustee Brauer moved, seconded by Trustee Jefferson, approval of changes to Policy 1-Policy Development and Appendix 1A-Guidelines for Library Policies as presented effective February 1, 2021.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Snyder. **Motion carried.**

9. **President's report**

a. Review of Library Board Advocacy Activities

No report.

b. ILA Legislative Meet-up, Monday, February 15, 9:00-10:30 a.m.

The Illinois Library Association (ILA) Legislative Meet-up will be virtual this year. Executive Director Dilger recommended registering at least by Friday before the event. Trustees Brauer, Westhoff, Jefferson and Singh plan to participate.

10. Director's report

Executive Director Dilger advised that minor revisions were made to the Executive Director's job description to be consistent with the management level job descriptions. There were no changes to the job duties. She advised that the Library curbside service was shut down the week of January 11 due to several staff cases of COVID-19 and re-opened January 18. The Library staff have increased curbside delivery times and are now preparing to possibly open the lobby for holds pick-up in February if the State moves to Tier 2. She provided an overview of statistics regarding circulation, curbside pick-up, holds filled, consortium borrow/loan stats, program attendance, and reference questions answered.

The Library will offer free COVID-19 testing to staff once per week starting January 19. The ILA is advocating to Cook County Department of Public Health to include library workers as front-line employees for COVID-19 vaccines.

Assistant Director Gardner shared a strategic plan update for December and highlighted the curbside delivery changes, Winter Reading Program, renovation progress, and salary market benchmark study.

Trustee Snyder joined the meeting at 7:50 p.m.

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 met on Thursday, January 7, 2021. The next meeting will be Thursday, February 4, 2021, at 4:00 p.m.

d. Director's Review Committee

No report.

e. Finance Committee

No report.

f. Lock Box Committee

No report.

g. Policy Committee

The Committee met on January 7, 2021. The next meeting will be Thursday, February 4, 2021, at 9:00 a.m. and they will review Bylaws, Appendix 0, Policy 10 and Appendix 10A.

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. Director Evaluation Committee meeting of December 11, 2020

ii. regular meeting of December 15, 2020

iii. Building Renovation Committee meeting of January 7, 2021

b. Financial report and approval of Warrant 2021-07 in the amount of \$783,027.33

Trustee Brauer moved, seconded by Trustee Snyder, 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**

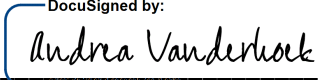
13. Correspondence

No report.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:15 p.m.

Approved: February 16, 2021

DocuSigned by:

C675491626E3496...
Andrea Vanderhoek, President

DocuSigned by:

52AF07010835495...
Tracy Boland, Secretary