



**Board of Library Trustees Regular Meeting**  
Video Conference  
February 16, 2021 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, Snyder, Vanderhoek, and Westhoff were present by video conference. Trustee Singh was absent.

**3. Approval of agenda**

Trustee Snyder moved, seconded by Trustee Boland, approval of the consent agenda as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **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, Collection Services Manager Violet Jaffe, Library Associate Kaitlin Mathers, HR Associate Karla Nora, Teen Advisory Board (TAB) representative Anish Mukherjee, and Emilie Cheng.

**5. Public comment**

None.

**6. Liaison reports**

a. Friends of the Palatine Library

Executive Director Dilger reported that the Friends have not had any income in the past year and will therefore have reduced support for the 2021 Summer Reading Program. Some volunteers have come back in to help since the building was re-opened. They plan to work with book dealers to sell the books.

b. Teen Advisory Board (TAB)

TAB representative Anish Mukherjee reported that TAB met in February. They made Valentine's Day cards to send to homebound patrons and plan to make cards for Library Worker's Appreciation Day.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on January 21, 2021. They are continuing fundraising activities for the naming rights opportunities. They will again support the StoryWalk and refresh the story this summer. They received naming rights donations and a recent stock donation valued at \$3,522. They have an account balance of \$27,066.78. The next meeting is February 18, 2021.

d. RAILS

Trustee Brauer reported that the recording of the online Round Table Trustee Update from February 20, 2021, is available on the RAILS YouTube channel.

**7. Unfinished business**

a. Renovation update

Trustee Vanderhoek advised that the Building Renovation Committee met on February 4, 2021 and approved one change order regarding the tile in the entry way in the lobby. The construction is moving along as scheduled.

Executive Director Dilger advised that workers have been priming and painting the walls and they are awaiting carpet and lighting to go in the next few weeks. The last part of Phase I will be knocking in a hole for the north entrance. They are waiting for warmer weather to do this.

**8. New business**

a. Policy review and approval

i. Bylaws

Trustee Brauer advised that the Bylaws were reviewed to see where semi-annual review of closed meeting minutes and verbatim records were covered. They also reviewed special committees versus standing committees. The committee recommended to add Section V-7: Director Evaluation Committee as a third standing committee.

ii. Appendix 0

The committee reviewed the registration of public participants after consulting with the library attorney and determined no policy changes were needed.

Comprehensive review of Policy 10-Digital Resources and Appendix 10A-Use of Digital Resources were on the calendar to be reviewed but will be reviewed at a later date due to the renovation and pandemic.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to the Bylaws and to Appendix 0-Rules of Procedure for Public Meetings and Hearings as presented effective March 1, 2021.

Roll call vote:

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

iii. Policy 9-51.8 Emergency Paid Sick Leave

The policy change allows staff up to eight (8) hours of paid time off to get the COVID-19 vaccination. Trustees discussed the policy and recommended one minor change of adding 19 to the end of COVID to be consistent.

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

Roll call vote:

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

Absent: Singh. **Motion carried.**

b. Actions for Committee to Review Open and Closed Session Minutes

Trustees agreed that no closed session was needed to approve the closed session minutes.

Trustee Boland moved, seconded by Trustee Snyder, that the minutes of the following closed meetings of the Board of Library Trustees be approved as presented:

Regular Board Meeting of December 15, 2020 (salary schedule)  
Regular Board Meeting of December 15, 2020 (employee performance)

Roll call vote:

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

Trustee Boland moved, seconded by Trustee Snyder, that the following sets of approved closed session minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection:

Regular Board Meeting of December 15, 2020 (salary schedule)  
Regular Board Meeting of December 15, 2020 (employee performance)

Roll call vote:

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

Trustee Boland moved, seconded by Trustee Brauer, that the Board Secretary promptly destroy each of the following four (4) verbatim audio recordings and one (1) note of missing recording of closed session meetings, because they have been retained by the District for no less than 18 months after completion of the meetings and the minutes of such closed session meetings have been approved and are available for public inspection:

A. The recording of 08/08/2018.

- B. The recording of 11/14/2018.
- C. The recording of 01/09/2019.
- D. The recording of 04/16/2019.
- E. The envelope dated 08/09/2017 regarding missing recording of closed session for that date.

Roll call vote:

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

c. Approval of Illinois Public Library Per Capita Grant application

Trustee Jefferson moved, seconded by Trustee Snyder, approval of the Illinois Public Library Per Capita Grant application as presented. Trustees discussed the Personnel section and suggested minor changes to the report.

Trustee Jefferson withdrew his motion. Trustee Jefferson moved, seconded by Trustee Snyder, approval of the Illinois Public Library Per Capita Grant application as amended.

Roll call vote:

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

**9. President's report**

a. Review of Library Board Advocacy Activities

No report.

b. ILA Legislative Meet-up

Several Trustees attended the Illinois Library Association (ILA) Legislative Meet-up on Monday, February 15. Trustee Jefferson reported the meet-up was interesting, however our district's two main Illinois State Representatives were not in attendance. He also said that the state minimum wage is at issue with libraries and is seen as an unfunded mandate.

## 10. Director's report

Executive Director Dilger advised that she attended the Palatine TIF Joint Review Board meeting and reported that two TIFs that the Village council had previously planned to extend have been closed out instead. The Village is requesting letters of support from each governing body to extend the downtown TIF.

She provided an overview of Circulation and Door Count statistics over the past fiscal year and discussed trends during the pandemic.

### a. Strategic plan update

Assistant Director Gardner provided an update to the strategic plan in the Board packet. Executive Director Dilger advised that not all activity was a planned action, but the plan has provided a framework for making decisions.

### b. eResources update

Violet Jaffe, Collection Services Manager, provided an overview of eResources and stats. She reported on electronic material usage during the past year for Overdrive, Hoopla, and Kanopy.

### c. Winter Reading Program report

Kathy Burns, Youth & Teen Services Department Manager, reported that the Winter Reading Program supported WINGS domestic violence services. Palatine Bank and Trust, Andigo, and Warehouse Direct sponsored the program this year and made donations.

Kaitlin Mathers, Library Associate, reviewed the results of the Winter Reading Program. She reported that the program was successful and exceeded goals with over 7,000 books being read. Sign up was similar to last year and 64% of members completed the program. The members loved the coffee mugs.

## 11. Committee reports

### a. Committee to Review Open and Closed Session Minutes

The Committee met on February 5, 2021.

### b. Board Development Committee

No report.

c. Building Renovation Committee

The Committee met on Thursday, February 4, 2021. The next meeting will be Thursday, March 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 February 4, 2021. The next meeting will be Thursday, March 4, 2021, at 9:00 a.m. and they will review Policy 9-Human Resources.

**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 January 19, 2020

ii. Policy Committee meeting of February 4, 2021

iii. Building Renovation Committee meeting of February 4, 2021

iv. Committee to Review Closed Session Minutes meeting of February 5, 2021

b. Financial report and approval of Warrant 2021-08 in the amount of \$496,959.01

Trustee Snyder moved, seconded by Trustee Brauer, approval of the Consent Agenda as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried**

**13. Correspondence**

Trustee Vanderhoek reported that she received an envelope at the Library.

**14. Adjournment**

President Vanderhoek adjourned the meeting at 8:12 p.m.

Approved: 3-16-21

DocuSigned by:

*Andrea Vanderhoek*

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Andrea Vanderhoek, President

DocuSigned by:

*Tracy Boland*

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Tracy Boland, Secretary