



**Board of Library Trustees Regular Meeting**  
Video Conference  
March 16, 2021 7:00 p.m.

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**Minutes**

**1. Call to order**

President Vanderhoek called the meeting to order at 7:01 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, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference. Trustee Jefferson 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, Singh, Snyder, Vanderhoek, and Westhoff

Nays: None.

Abstain: None.

Absent: Jefferson. **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, Librarian Tracie Padal, Librarian Brooke Cusmano, HR Associate Karla Nora, Engberg Anderson representative Kristin Richardson, 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 in lieu of large book sales, the Friends are contacting their members who are large buyers and scheduling appointments for book browsing. They sold \$2,000 worth of books to one member and have another member looking at children's books. They hope to have a book sale this year and will start accepting donations in early April.

b. Teen Advisory Board (TAB)

TAB representative Anish Mukherjee reported that TAB met on March 9, 2021. The Historian team presented a proposal to the TAB Executive Board regarding a teen blog site on the library website. They made Library Worker's Day appreciation cards to send to library employees and Board members.

c. Palatine Public Library District Foundation

Executive Director Dilger reported that the Foundation is scheduled to meet March 18, 2021.

d. RAILS

Trustee Brauer reported that RAILS is inviting nominations for the RAILS Board for the term of July 1, 2021- June 30, 2024. They are seeking nominations for three library trustees and two representatives from academic, public, school, or special.

**7. Unfinished business**

a. Renovation update

Trustee Vanderhoek advised that the Building Renovation Committee met on March 4, 2021, and construction is proceeding on schedule.

Executive Director Dilger shared recent photos of the library renovation and highlighted the new paint, ceiling tiles, lighting, and carpeting.

Kristin Richardson from Engberg Anderson reviewed the Contingency Authorization #4 expenses which included re-built soffit, lighting control relocation, millwork revisions, miscellaneous carpentry, and sprinkler main conflict which totaled \$9,911.10. There is \$88,571 remaining in the contingency.

Trustee Snyder moved, seconded by Trustee Brauer, approval of the Contingency Authorization #4 in the amount of \$9,911.10.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried**

Executive Director Dilger advised that the library is approaching the end of Phase 1 around April 19. The movers will then come in to move all of the furniture in the youth area to the finished east side section and the youth area will be roped off for safety. When the weather is warmer work will be begin on the north side entrance area. Mechanical controls are being relocated.

## 8. **New business**

### a. Policy review and approval

#### i. Policy 9-Human Resources

Trustee Brauer advised that some portions of Policy 9 may need to be re-addressed post pandemic and portions related to medical, dental, and vision insurance benefits will also need to be re-addressed when the budget is drafted.

There was discussion regarding resources provided for staff use and timeframes to provide a written response to formal complaints and sexual harassment reports.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 9-Human Resources as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried.**

### b. Acceptance of bid for parking garage concrete repairs from Western Specialty in the amount of \$559,315.

Executive Director Dilger advised that Dan Eallonardo from Independent Consulting Services had concerns about the process that IMEG used and

they did not do a scope review of low bidders. She recommended to table this vote until the scope review has been properly conducted.

**9. President's report**

a. Review of Library Board Advocacy Activities

No report.

b. Reminder to File Statement of Economic Interest by May 1

Trustees were reminded to file their Statement of Economic Interest by May 1, 2021.

c. Appointment of Nominating Committee

Trustees Vanderhoek, Brauer, Snyder and Westhoff were appointed to be on the Nominating Committee.

d. Approval to attend Trustee Forum Spring Workshops in the amount of \$15.00 per trustee

Trustee Boland moved, seconded by Trustee Westhoff, approval of trustees to attend Trustee Forum Spring Workshops in the amount of \$15 per trustee. Trustee Boland withdrew this motion.

Trustee Boland moved, seconded by Trustee Westhoff, approval of trustees to attend Trustee Forum Spring Workshops in the amount of \$15 per trustee, per workshop.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Jefferson. **Motion carried**

**10. Director's report**

Executive Director Dilger advised that this month the library did a fine waive for fees on lost materials over seven years old and this totaled \$68,249, which was a particularly high year. She provided an overview of circulation statistics over the past fiscal year and advised that the main library is down 31%, North Hoffman branch is down 51% and the Rand Road branch is down 77% which is a concern. Much of this is due to the pandemic limited hours, closings and possibly due to transient community near Rand Road branch. The library will be working on communicating and

promoting the branch services and hours. Digital use has gone up and total circulation is down about 26% over the past year. She also reviewed stats for reserves filled and inter-library loans.

a. Strategic plan update

The library is planning to offer out of state inter-library loans next fiscal year.

**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, March 4, 2021. The next meeting will be Thursday, April 8, 2021, at 4:00 p.m.

d. Director's Review Committee

No report.

e. Finance Committee

No report. This Committee will need to meet end of April or early May.

f. Lock Box Committee

No report.

g. Policy Committee

The Committee met on March 4, 2021. This committee will be taking a break in April as all policies to be reviewed are impacted by the renovation.

**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 February 16, 2021
  - ii. Policy Committee meeting of March 4, 2021
  - iii. Building Renovation Committee meeting of March 4, 2021
- b. Financial report and approval of Warrant 2021-09 in the amount of \$1,279,924.19

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

Roll call vote:

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


**13. Correspondence**

None.

**14. Adjournment**

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

Approved: 4/20/2021

DocuSigned by:  
  
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Andrea Vanderhoek, President

DocuSigned by:  
  
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Tracy Boland, Secretary