



**Board of Library Trustees Regular Meeting**  
Video Conference  
April 20, 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 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.**

**4. Introduction of visitors**

Also in attendance by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Human Resources (HR) Manager Mary Schaeffer, Youth & Teen Services Manager Kathy Burns, Librarian Natalie LaRocque, Library Associate Tara Pummer, HR Associate Karla Nora, Kristin Richardson from Engberg Anderson, Dan Eallonardo from Independent Construction Services, Teen Advisory Board (TAB) representative Anish Mukherjee, Friends representative Meg Cipar, League of Women Voters representative Maureen DeRosa, and Emilie Cheng.

**5. Public comment**

None.

## 6. Liaison reports

### a. Friends of the Palatine Library

Friends representative Meg Cipar reported that members rearranged the Friends room to look like a store display. They have contacted members who are large book dealers and recently sold \$2,200 worth of books and received a \$100 donation. They are discussing other options for sales such as private appointments, Farmer's Market, Book Nook and tent events. Jill Jensen is stepping down as President and they will need to schedule a meeting to elect a new board. They have resumed accepting book donations and hope to have a sale this fall.

### b. Teen Advisory Board (TAB)

TAB representative Anish Mukherjee reported that TAB met on April 13 and talked about their proposal regarding a teen space on the library website. This has been pushed back until the summer and they hope to get it up for the fall semester. Their last meeting will be in May and they will have a fun socially distanced activity in the parking lot.

### c. Palatine Public Library District Foundation

The Foundation met in March and continued their discussion of naming opportunities. The new StoryWalk will be unveiled on June 15, 2021, at 10:00 a.m. at Hamilton Park. The next meeting will be April 29, 2021.

### d. RAILS

Trustee Brauer reported that RAILS has "Short Takes for Trustees" which is a series of short videos (8-10 minutes each) that can be shown during Board meetings. There is a Trustee networking event on Tuesday, May 11, 2021, from 12:00-1:00 p.m. and it will have a short presentation on the importance of strategic planning for library boards.

## 7. Unfinished business

### a. Renovation update

Executive Director Dilger reported that Phase 1 is finishing up. This includes the Makerspace and Digital Media Lab on the east side and the Teen and AV/New Material on the west side. Iron Mountain will start moving furniture the week of April 26. Phase 2 includes all of the Youth & Teen Services area which could last 6-8 weeks. For the first week, this area will be roped off for safety and staff will man a temporary desk at the base of stairs to answer questions and retrieve materials. Phase 3 will be

the entire second floor and will start sometime in the summer. The second floor will be closed to the public during Phase 3, but staff will man a temporary desk on the first floor to retrieve items.

Dan Eallonardo from Independent Construction Services discussed issues and changes which affected the budget. Inspections by the Village of Palatine are good. He highlighted Allowance Authorization #5 for \$5,048.00 for extra dry walk work and Allowance Authorization #6 for \$13,127.64 for AV and electrical modifications. The contingency allowance is now approximately \$67,000 and there is another \$135,937 held in contract of which none of it has been used. There is a progress payment due to FH Paschen of about \$782,000 and they will be about 40% paid with more than 40% done with the job.

Executive Director Dilger advised that the first grant report was submitted to the Illinois State Library and the Library is now eligible for 30% of the grant money.

## **8. New business**

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

Trustee Westhoff reported that there has been significant deterioration to the parking garage and bids were solicited for repair. Dan Eallonardo from Independent Construction Services advised that lowest bidder did not meet the bid requirements and did not provide a bid bond in the amount required. The second lowest bidder had scope of the project questions that they were unable to answer sufficiently. The next lowest bidder was Western Specialty who meets all requirements. Dan reminded the Board that there will be other costs associated with this project for engineering, testing and contingency. Construction should begin within the month and is about 60 days of work.

Trustee Singh joined the meeting at 7:38 p.m.

Trustee Brauer moved, seconded by Trustee Jefferson, that the Board of Trustees finds that Western Specialty is the lowest responsible bidder for the garage concrete repair project and therefore accepts its bid in the amount of \$559,315 and authorizes the Library Director to execute a contract with Western Specialty, subject to attorney review.

Roll call vote:

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

Abstain: None.  
Absent: **Motion carried.**

b. Discussion of employee health insurance benefits for 2021-2022

Trustee Snyder advised that in the 2018 Financial Plan the Library targeted adding family health insurance coverage in 2021-22 and that a survey was sent to eligible employees to determine interest in this coverage.

Executive Director Dilger reviewed the survey results and insurance costs for single and family coverage. She discussed two spreadsheets showing hypothetical costs for (a) covering 85 % of employee and 50% of family premiums or (b) offering a flat amount of \$1,000/month toward premiums. Trustees discussed the options and survey and agreed to recommend offering to cover 50% of family premiums.

**9. President's report**

a. Review of Library Board Advocacy Activities

Trustee Brauer attended the Trustee Forum regarding Equity, Diversity and Inclusion (EDI).

b. POC Cinco de Mayo Fundraiser, May 5

Trustee Westhoff advised that he could attend this fundraiser. Trustee Snyder moved, seconded by Trustee Brauer, for Trustee Westhoff to attend the Cinco De Mayo Fundraiser on May 5, 2021, at \$50 ticket.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: **Motion carried.**

c. Reminder to file Statement of Economic Interest by May 1

Trustees Vanderhoek advised trustees to file their Statement of Economic Interest by May 1.

d. Discussion of in-person library board meetings

Trustees discussed a laptop hybrid, a microphone hybrid, and in-person meetings as options for future board meetings. The Board concluded that once the Governor's Executive Order expires, they would like to resume in-

person meetings in Meeting Room 1 with microphones, if possible, with all wearing masks and everyone sitting at least six feet apart.

## **10. Director's report**

Executive Director Dilger advised that the Youth and Teen Services area will be closed the week of April 26 and staff will assist with retrieving material. She shared updated statistics from Cooperative Computer Service (CCS) after six months of use and noted that our Library members are utilizing CCS materials more than we are sending out. Circulation has been down at all branches, but they are slightly increasing. The Library is loaning out fewer items to reciprocal borrowers and are filling 80% more holds at the main library.

### **a. Reintroducing library services and open hours**

Executive Director Dilger advised that staff did a poll of Library members regarding hours and reviewed the results with trustees. Most members wanted to just go back to pre-pandemic hours, therefore the Library will return to pre-pandemic hours starting May 1, 2021. Study rooms and meeting rooms will not reopen yet. There will be some in-person programs for the Summer Reading Program in Meeting Room 1 with open windows. Staff are working with the Park District on story programs and plan to rent a tent for one month to do some outside programming.

Trustee Singh left the meeting at 8:34 p.m. Trustees thanked him for serving on the Palatine Library Board of Trustees.

### **b. Strategic plan update**

Executive Director Dilger shared the strategic plan update. Assistant Director Gardner explained that Library supported a broadband access grant for the Community Resource Center. She also advised that the Library has started to accept court ordered volunteers for minor offenses and had two of these volunteers recently complete their hours.

## **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 April 8, 2021. The next meeting will be Thursday, May 6, 2021, at 4:00 p.m.

d. Director's Review Committee

No report.

e. Finance Committee

The Committee will meet on Friday, April 30 at 9:00 a.m. to review non-corporate funds. They will meet Friday, May 7 at 10:30 a.m. to review the corporate fund. They will also be discussing health insurance and funding extending hours.

f. Lock Box Committee

No report.

g. Nominating Committee

Trustee Vanderhoek will work with the Executive Director to set up a date and time for this meeting. A proposed slate will be voted on at the May regular Board meeting.

h. Policy Committee

The next meeting is Thursday, May 6, 2021, at 9:00 a.m. They will review Policy 6-Library Facilities, Appendix 6A-Noise Zones, and Policy 11-Privacy Policy.

**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 March 16, 2021

ii. Building Renovation Committee meeting of April 8, 2021

b. Financial report and approval of Warrant 2021-10 in the amount of \$1,601,497.58

Trustee Snyder moved, seconded by Trustee Jefferson, 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 received a notice of annexation ordinance from the Prospect Heights Library and a thank you note from former library staff Kiel Cross. Trustee Jefferson received a card from the Teen Advisory Board (TAB) for Library Worker's Day.

**14. Closed session to discuss discipline, performance, or dismissal of employee in compliance with 5 ILCS 120/2 (c)(1)**

Trustee Snyder moved, seconded by Trustee Brauer, that the Board go into closed session to discuss discipline, performance, or dismissal of employee in compliance with 5 ILCS 120/2 (c) (1).

Roll call vote:

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

The meeting went into closed session at 8:41 p.m.

The meeting reconvened at 9:24 p.m. Upon roll call, Trustees Boland, Brauer, Jefferson, Snyder, Vanderhoek, and Westhoff were present by video conference. Trustee Singh was absent. Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner and HR Manager Mary Schaeffer.

**15. Adjournment**

President Vanderhoek adjourned the meeting at 9:25 p.m.

Approved: 5-18-21

DocuSigned by:  
*Andrea Vanderhoek*

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Andrea Vanderhoek, President

DocuSigned by:  
*Tracy Boland*

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Tracy Boland, Secretary