



Board of Library Trustees Regular Meeting
Video Conference
May 18, 2021, 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, Snyder, Vanderhoek and Westhoff were present via video conference.

3. Approval of agenda

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: None. **Motion carried.**

4. Introduction of visitors

Also in attendance by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Youth & Teen Services Manager Kathy Burns, Collection Services Manager Violet Jaffe, Librarian Paloma Linares, Accounting Associate Terry Versen, Maureen DeRosa, Friends of the Library Treasurer Meg Cipar, Engberg Anderson representative Kristin Richardson, Teen Advisory Board (TAB) representative Anish Mukherjee and member Emilie Cheng

5. Secretary's certification of membership of the Board of Library Trustees

Secretary Boland addressed the motion "I hereby certify the following constitutes the Board of Trustees of the Palatine Library District, commencing Tuesday, May 18, 2021: Tracy Boland, Debby Brauer, Maureen DeRosa, Bruce Jefferson, Hal Snyder, Andrea Vanderhoek, and Jeffrey Westhoff."

6. Administration of the oath of office

Assistant Director Melissa Gardner administered the oath of office to Trustees Brauer, DeRosa, Jefferson, Vanderhoek and Westhoff.

7. Report of the nominating committee

a. Presentation of Slate of Officers

President Vanderhoek presented the following slate of officers:

President: Hal Snyder
Vice-President: Debby Brauer
Secretary: Jeffrey Westhoff
Treasurer: Andrea Vanderhoek

b. Election of Officers

Secretary Boland moved, seconded by Trustee Jefferson, that the Board elect the following slate of officers as presented with each serving a term of two years, commencing on May 18, 2021:

President: Hal Snyder
Vice-President: Debby Brauer
Secretary: Jeffrey Westhoff
Treasurer: Andrea Vanderhoek

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

8. Public comment

None.

9. Liaison reports

a. Friends of the Library

Friends Treasurer Cipar reported that the Friends of the Library continue to make sales with buyers, several whom have added donations with their purchases. They hope to have pop-up sales by genre category located in the back hallway by Meeting Room 1. They will resume the Book Nook once the holds are moved. The next Friends Board meeting is May 20, 2021, at 7:00 p.m.

b. Teen Advisory Board (TAB)

TAB representative Anish Mukherjee reported that TAB had their last meeting in person in the east parking lot on May 11, 2021. They focused on the upcoming Teen Summer Programs and encouraging participation in the Summer Reading Program. Small groups took a tour of the renovated teen area and were very impressed.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on April 29, 2021. They continue to promote naming opportunities. Mailers have been sent out and they are hoping to attend an upcoming Rotary meeting. The Foundation is nearly finished with the 2021 StoryWalk update. Approximately \$1,000 has been raised to pay a \$1,700 expense and the Foundation will pay the difference. The Foundation has a balance of \$26,980.72, with some of the money being designated for the Library naming opportunities. The next meeting is May 20, 2021, at 9:00 a.m.

d. RAILS/ILA

Trustee Brauer reported that there was a "Strategic Planning for Trustees" event and the recording was sent out to the Trustees for viewing.

10. Unfinished business

a. Renovation Update

Executive Director Dilger reported on the progress of the Library renovation, including pictures of the makerspace area, the café area, hold shelves, outside retaining walls, and the youth area. Completion of phase 2 is anticipated by June 14, 2021, with Phase 3 moving quickly thereafter. The original phase 3 plan involved closing the entire second floor for approximately four months but has been adjusted to closing it entirely for less time with portions open to the public at other times. The first floor ribbon cutting is scheduled for the evening of August 6, 2021, on an invitation only basis with a public unveiling on August 7,

2021.

Lighting upgrades are planned for the parking garage. Changes will necessitate new controls due to new coding regulations for efficiency purposes. Sensor lighting was discussed but will not be pursued due to fixtures being too costly.

11. New business

a. Approval of Health Insurance Benefits Coverage for 2021-2022

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the revised health insurance benefit coverage for 2021-2022 as presented, effective July 1, 2021.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Review of Draft Working Budget for Fiscal Year 2021-2022

The Finance Committee met on April 30, 2021, and May 7, 2021, and discussed the changes to the 2021-2022 budget. Executive Dilger reported some of the changes to the expenses. The budget will be voted upon next month.

c. Approval of Days Closed for 2021-2022

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the days closed for fiscal year 2021-2022 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent:None. **Motion carried.**

d. Policy Approval

Trustee Brauer moved, seconded by Trustee Vanderhoek, approval of Policy 6—Library Facilities, Appendix 6A—Noise Zones, and Policy 11—Privacy Policy as presented, effective June 1, 2021.

Roll call vote:

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

12. **President's report**

a. Review of Board Advocacy Activities

Trustee Westhoff attended the POC Cinco De Mayo event and reported having a fun time, but because of having to wear masks there was not much mingling.

13. **Director's report**

Executive Director Dilger reported on member advisory and directional questions being about the same as in previous years due partly to the pandemic and construction. Although door counts have significantly decreased, total member utilization has decreased only 12%.

Executive Director also discussed mask wearing changes. The Library follows the rules of the Centers for Disease Control & Prevention (CDC) and Illinois Department of Public Health (IDPH). Both organizations ruled that fully vaccinated persons no longer need to wear masks. The Library will no longer require mask wearing for fully vaccinated visitors, and will designate an area in the Youth Services for those who are required or feel more comfortable wearing one. The Board fully supports these changes

a. First Floor Ribbon Cutting Event

The first floor ribbon cutting is scheduled for the evening of August 6, 2021 on an invitation only basis with a public unveiling on August 7, 2021.

b. Summer Reading Program Update

Youth and Teen Services Manager Kathy Burns reported that this year's theme is "Color Your World" which includes chameleon designed T-Shirts that participants who complete the program and staff can color themselves. A contest for the best decorated shirt will be held with the winners announced at the first floor

unveiling in August. Sign up for the Summer Reading Program runs June 1, 2021, through August 15, 2021. Some in-person programs will be held in Meeting Room 1 and outside in a tent that will be set up in the east parking lot. Sponsors have donated coupons as sign-up incentives along with scratch-off sheets for bigger prizes. Teen Team Volunteers will be participating in programs including planting a small on-site garden and being runners for Library items when the second floor closure takes place. Kathy also thanked the Friends of the Library for their help to make the program a success.

c. Strategic Plan Updates

There were no updates to report.

14. Committee reports

a. Committee to Review Open and Closed Session Minutes

Discharged.

b. Board Development Committee

No report.

c. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee will meet June 3 at 4:00 p.m.

d. Director's Review Committee

No report.

e. Finance Committee

No report.

f. Lock Box Committee

Discharged.

g. Nominating Committee

Discharged.

h. Policy Committee

Committee Chair Brauer reported that Policy 9-9 Working Hours regarding telecommuting may need to be reviewed for possible internal changes only. Any Board comments or concerns need to be submitted by June 1, 2021. The Committee may meet tentatively on June 3, 2021, at 9:00 a.m. regarding Policy 10–Digital Resources and Appendix 10A–Use of Digital Resources.

15. Consent agenda

a. Approval of Minutes

- i. Regular Meeting of April 20, 2021
- ii. Building Renovation Committee Meeting of May 6, 2021
- iii. Policy Committee Meeting of May 6, 2021

- b. Financial Report and Approval of Warrant 2021-11 in the Amount of \$1,241,760.20

Trustee Vanderhoek moved, seconded by Trustee Brauer, that the consent agenda be approved as presented.

Roll call vote:

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

16. Correspondence

Trustee Vanderhoek reported receiving a copy of the Spring Newsletter of the Palatine Historical Society.

Trustee Brauer thanked Karla Nora for including her Board mail and TAB Library Worker’s Day card with her curbside items.

17. Adjournment

President Snyder adjourned the meeting at 8:47 p.m.

Approved: June 15, 2021

DocuSigned by:
Hal Snyder
BD25230A33374AF...

Hal Snyder, President

DocuSigned by:
Jeffrey Westhoff
08E3403E9B014B1...

Jeffrey Westhoff, Secretary