



Board of Library Trustees Regular Meeting

Video Conference

June 15, 2021, 7:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 7:03 p.m. Secretary Westhoff was present by video conference.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Snyder, Vanderhoek, and Westhoff were present via video conference.

3. Approval of agenda

Trustees had no changes to the agenda, so it was approved by consent.

4. Introduction of visitors

Also in attendance by video conference were Executive Director Jeannie Dilger, Finance Manager Mary Myers, Human Resources (HR) Manager Andrea Aguirre, HR Associate Karla Nora, Youth & Teen Services Manager Kathy Burns, Librarian Glenda Kosulic, Librarian Carly Thompson, Kristin Richardson of Engberg Anderson, Dan Eallonardo of Independent Consulting Services, and library member Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Library

On behalf of Treasurer Meg Cipar, Executive Director Dilger reported that the Friends have been having pop-up book sales on Saturdays and Tuesdays and each week they choose a different topic. The first pop-up sale raised a little over \$1,000. They have invited shoppers to the Friends room to shop during the pop-

up sales. They are planning to have a big sale in November.

b. Palatine Public Library District Foundation

Trustee DeRosa reported that the Foundation met on May 20, 2021. The new StoryWalk was launched on June 15, and Trustee Jefferson reported that he attended it. The Foundation is asking businesses and members for \$100 donations to have their name appear on a panel. They attracted 11 donors and raised \$1,550. They continue to promote naming opportunities for library renovations. They have an outstanding grant request to Walmart to sponsor the teen room and plan to meet with community organizations. They are also working on developing an annual campaign.

c. RAILS/ILA

No report.

7. Unfinished business

a. Renovation Update

Executive Director Dilger reported on the progress of the Library renovation. She shared photos of the new bamboo arc wall, carpeting in the Youth & Teen Services, the sidewalk on north entrance, and the new sod, light posts, and concrete retaining wall. Dan Eallonardo reported that Phase 2 is coming to a close and they are preparing to install furniture and move in. Dan reported that the north entrance had a correction to the floor height of 1¼ inch. The corrective solution presented by the contractor has been reviewed by the engineers. They are working with the contractor to get it completed soon.

There were two contingency authorizations presented to the Board for approval. Contingency Authorization No. 9 is for \$30,253.13 and addresses technology and other audio-visual changes to existing study rooms and more security cameras. Contingency Authorization No. 10 is for \$2,867.60 and addresses interior signage additions and revisions. After these two contingencies the balance of the contingency fund is \$22,404.84. Almost \$136,000 remains in the overall budget for additional work if deemed necessary. There are monthly payments due to contractors.

Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of Contingency Authorization No. 9 in the amount of \$30,253.13 as presented. Executive Director Dilger advised that because this amount is over \$20,000 it will need a letter to the Illinois State Library with trustee signatures.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of Contingency Authorization No. 10 in the amount of \$2,867.60 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Branch renovation update

Engberg Anderson representative Kristen Richardson reported that the architects had their first design meeting for both branches. The intent is to review and finalize the concepts and proceed to review the construction documents with the owners of each location. She reviewed the construction plans for each branch and costs. Trustee Vanderhoek advised that the Building Renovation Committee recommended to cap the costs of renovations at each branch to \$200,000.

8. New business

a. Approval of Working Budget for Fiscal Year 2021-2022

Trustee Jefferson presented the Working Budget for FY 2021-2022. Executive Director Dilger discussed changes to the Special Reserve Fund regarding garage lighting. The Capital Projects Budget, that covers the renovation, will be amended later when the figures are refined.

Trustee Jefferson moved, seconded by Trustee Vanderhoek, approval of the Working Budget for Fiscal Year 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. Approval of Policy 9—Human Resources

Trustee Brauer reported that changes made to Policy 9-9 Working Hours reflect the change from staff being required to work from home during the pandemic to staff being permitted to apply for occasional or regular work-from-home hours. Other changes pertained to medical, dental, and vision insurance to reflect the Board's decision to pay a portion of dependent coverage insurance premiums.

Trustee Brauer moved, seconded by Trustee Vanderhoek, approval of Policy 9—Human Resources 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.**

c. Succession plan

Trustee Snyder advised that the Executive Director suggested improvements to the Library's current succession plan and provided an example of another library's plan. The sample succession plan details how the Board would fill a short- or long-term vacancy in the Executive Director position. Trustee Snyder recommended to appoint a special committee to draft a revised succession plan with assistance from the Executive Director. Trustees Brauer and Vanderhoek offered to serve on this committee, and Trustee Brauer was appointed as chair.

d. Discussion of alcohol at ribbon cutting event

Executive Director Dilger advised there will be an exclusive ribbon-cutting event to mark the first-floor renovations on Friday, Aug. 6, and an event open to the public on Saturday, Aug. 7. For the Friday evening event, the Library would like to celebrate the donors and renovation with a toast with champagne and sparkling cider. She advised that the Library needs a liquor policy and dram shop insurance in order to provide alcohol. The Board discussed this, and members indicated they were in favor of providing alcohol for the celebration and recommended asking the Foundation to pay the cost of the alcohol. A formal vote on an alcohol policy will take place at the next regular board meeting in July.

9. **President's report**

a. Review of Board Advocacy Activities

Trustee Snyder shared a photo of former trustee Valerie Sherman's *Very Hungry Caterpillar* yarn decoration on the Library's bike rack.

There are three upcoming events related to Partners for Our Communities (POC): A Time of Remembrance, Peace & Hope on Thursday, June 17, at the Community Resource Center; ICOMPETE Trivia Night on Thursday, June 24, at Lamplighters Bar & Grill; and the POC Annual Golf Outing on Thursday, August 5, at Makray Memorial Golf Course. Trustees Boland, Westhoff, Snyder, and Vanderhoek volunteered to attend the trivia night.

b. Appointment of standing committees

i. Director Evaluation Committee

Director Evaluation Committee includes Trustees Snyder and Vanderhoek and will be chaired by Trustee Snyder.

ii. Finance Committee

Finance Committee includes Trustees Brauer, Jefferson, and Vanderhoek and will be chaired by Trustee Vanderhoek.

iii. Policy Committee

Policy Committee includes Trustees DeRosa and Westhoff and will be chaired by Trustee Westhoff.

c. Appointment of special committees

i. Building Renovation Committee

Building Renovation Committee includes Trustees Brauer, Vanderhoek, and Westhoff and will be chaired by Trustee Vanderhoek.

ii. Minutes Review Committee

Minutes Review Committee includes Trustees Boland, DeRosa, and Westhoff and will be chaired by Trustee Boland.

d. Appointment of RAILS/ILA liaison

Trustee Snyder appointed Trustee Boland as the RAILS/ILA liaison.

Trustee Snyder discussed new meeting procedures, which included approving agenda and minutes by general consent when there are no changes and to make a motion before discussion when applicable.

10. Treasurer's Report

Trustee Vanderhoek advised that a Treasurer's report will now be provided monthly. She highlighted and explained the larger expenses for this month, which included items for the new makerspace and renovation expenses. Finance Manager Mary Myers will provide a written summary of financials each month.

11. Director's report

Executive Director Dilger shared results from the Public Library Association Culture and Community survey, which included data from a survey of our members. She is expecting more data comparing our library to other libraries and other organizations that participated. She also shared circulation and reference statistics for May.

a. Strategic plan update

Executive Director Dilger highlighted recent accomplishments, which included opening Meeting Room 1 to members within the 60% capacity limit; getting back to co-sponsoring public programs with some park districts; working with the UP Coalition to bring in a social worker stationed in the youth area for 10 to 15 hours per week; and making recent technology and facility upgrades.

b. Land acknowledgement

Adult Services Librarian Carly Thompson, who is also chair of the Library's Equity, Diversity, and Inclusion Committee, reported that the committee researched websites, books, and other land acknowledgement statements to develop a land acknowledgement statement for the Palatine Library. She shared the statement with the trustees and recommended to post the statement on the Library's website and to also give staff the option to present it at larger programs. The committee is looking to collaborate with the Palatine Historical Society to learn more and provide programs and book titles written by people of indigenous backgrounds.

12. **Outgoing committee reports**

a. Building Renovation Committee

Committee chair Vanderhoek reported that the committee will meet July 1, 2021, at 4:00 p.m.

b. Director's Evaluation Committee

Trustee Boland reported that the committee has a new member.

c. Finance Committee

Committee chair Jefferson reported that the committee wrapped up its work at the last board meeting and will schedule a future meeting.

d. Policy Committee

Committee chair Brauer reported that the committee met on June 3. It will meet on July 1, 2021, at 9:00 a.m. and will review Policy 10—Digital Resources, Appendix 10—Use of Digital Resources, and a new alcohol policy.

13. **Consent agenda**

a. Approval of Minutes

- i. Nominating Committee meeting of May 11, 2021
- ii. regular Meeting of May 18, 2021
- ii. Building Renovation Committee Meeting of June 3, 2021
- iii. Policy Committee Meeting of June 3, 2021

b. Approval of Warrant 2021-12 in the Amount of \$1,107,699.44

c. Approval of Ordinance 2021-06 Authorizing Levy of an Additional Tax for the Purchase of Site and Buildings; for the Construction and Equipment of Buildings; for the Rental of Buildings Required for Library purposes; and for the Maintenance, Repairs, and Alteration of the Library Building and Equipment.

d. Approval of Resolution 2021-04 to Appoint Authorized IMRF Agent

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.**

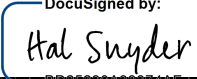
14. Correspondence

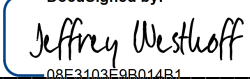
Executive Director Dilger shared a thank you note from the POC for sponsoring the Cinco De Mayo event and a letter from David Hammer along with President Snyder's response.

15. Adjournment

President Snyder adjourned the meeting at 8:43 p.m.

Approved: July 20, 2021

DocuSigned by:

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Hal Snyder, President

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Jeffrey Westhoff, Secretary