



## **Minutes**

### **1. Call to order**

President Brauer called the meeting to order at 7:09 p.m. Secretary DeRosa was physically present.

### **2. Roll call/Trustee Requests to Attend Meeting via Electronic Means**

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff were physically present.

### **3. Approval of Agenda**

President Brauer approved the agenda by general consent.

### **4. Introduction of Visitors**

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Human Resources Manager Zach Davis, Librarian Carly Thompson, Administrative Associate Karla Nora, Lauterbach & Amen representative Riley Martin, and Friends of the Library representative Meg Cipar.

### **5. Public Comment**

There was no public comment.

### **6. Liaison Reports**

#### **a. Friends of the Library**

Meg Cipar reported that the Friends had a successful October book sale and made slightly over \$14,000. The Friends recently received a donation of about 1,000 books and are sorting through it. The next book sale is February 9-11, 2024.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on November 16. The Foundation worked on fundraising activities for Giving Tuesday and for the Library's 100<sup>th</sup> anniversary celebration in 2024 and also worked on its strategic plan. The next meeting is January 11, 2024, and the Foundation's cash on hand is \$23,935.36.

c. Reaching Across Illinois Library System (RAILS) /Illinois Library Association (ILA)

Trustee DeRosa reported that the legislative updates and ILA conference will be discussed later in the meeting. RAILS had an alert that book challenges are up in more states.

d. Teen Advisory Board

No report.

**7. Unfinished Business**

a. Approval of Strategic Plan 2023-2026

Trustee Boland moved, seconded by Trustee Snyder, approval of the Strategic Plan 2023-2026 as presented.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried

b. Approval of real estate purchase and sales contract for the sale of 224 E. Palatine Road for the price of \$1.00.

Trustee Jefferson reported that questions regarding the real estate purchase and sales contract were answered by the library's lawyer. Trustee Jefferson moved, seconded by Trustee Boland, approval of the real estate purchase and sales contract for the sale of 224 E. Palatine Road for \$1.00 as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried

**8. New Business**

a. Acceptance of Fiscal Year 2022-2023 Audit

Riley Martin from Lauterbach & Amen reviewed the results of the 2022-2023 audit. He reported that the Library had an unmodified opinion, which is the cleanest auditor opinion in governmental auditing. Trustee Boland moved, seconded by Trustee Snyder, acceptance of the Fiscal Year 2022-2023 audit as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried

b. Approval to name the Board room after former library trustee Judith Gamoran

Trustee Westhoff reported that the family of Judith Gamoran is offering a donation of \$21,090 to the Library to name the board room in her honor for a period of 25 years. Trustee Westhoff presented the accomplishments of Judith Gamoran on behalf of the Palatine Library, which included referendums for funds to build the previous main library building and to expand the boundaries of the library district. Trustee Westhoff moved, seconded by Trustee Snyder, to approve naming the Board Room after former library trustee Judith Gamoran as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff  
Nays: None  
Abstain: None

Absent: None  
Vote: Motion carried

The room naming ceremony and reception will be Sunday, December 3, 2023, at noon.

- c. Approval of Ordinance 2024-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024.

Trustee Boland moved, seconded by Trustee Snyder, approval of Ordinance 2024-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024, as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried

- d. Approval of Ordinance 2024-03: Ordinance Abating the Tax Heretofore Levied for the Year 2023 to Pay Debt Service on General Obligation Bonds (Alternative Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois

Trustee Boland moved, seconded by Trustee Jefferson, approval of Ordinance 2024-03: Ordinance Abating the Tax Heretofore Levied for the Year 2023 to Pay Debt Service on General Obligation Bonds (Alternative Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff  
Nays: None  
Abstain: None  
Absent: None  
Vote: Motion carried

e. Review and approval of policy changes

i. Approval of changes to Policy 9—Human Resources

Trustee Puklin moved, seconded by Trustee Boland, approval of changes to Policy 9—Human Resources as presented effective January 1, 2024.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried

ii. Approval of changes to Appendix 2B—Schedule of Fees and Charges

Trustee Puklin reported that the Library will no longer charge for photocopies. Trustee Puklin moved, seconded by Trustee Boland, approval of changes to Appendix 2B—Schedule of Fees and Charges as presented.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried

**9. President's Report**

a. Review of library board advocacy activities

President Brauer reported that she attended a webinar on November 8 presented by the American Library Association Office for Intellectual Freedom called "Book Banning in the US and the Positive Impact of Diverse Books".

b. ILA Legislative Meet-up, Tuesday, December 5, 8:00 a.m.

Trustees Snyder, Westhoff, and Jefferson reported that they will attend the Illinois Library Association Legislative Meet-up.

c. Report on ILA conference

President Brauer reported on the sessions she attended at the ILA conference.

President Brauer congratulated Karen Bollman on her 30<sup>th</sup> work anniversary and Andrea Lublink on her 25<sup>th</sup> work anniversary.

**10. Treasurer's Report**

Treasurer Boland reported that the Library still has a deficit due to property taxes not being received until December.

**11. Director's Report**

Executive Director Dilger announced that Carly Thompson was hired as the new Collections Services Manager.

a. Reports on ILA Conference from library staff

Several staff attended the ILA Conference on October 24-26 and gave a report on a session they presented or attended:

Beth Sousa: "The Social Worker is In!"

Carly Thompson: "Building All-Star Readers Advisory Program"

Melissa Gardner: "Everyone Needs a Buddy! The Power of Mentoring in Libraries"

Jeannie Dilger: "The Library Landscape Experience"

**12. Committee Reports**

a. Board Development Committee

Trustee DeRosa reported that the committee met prior to the regular board meeting. The committee developed plans for improvement and training resources. These plans will be presented to the board at the next regular meeting.

b. Building and Grounds Committee

The committee will meet Thursday, January 4, 2024.

c. Decennial Committee

No report.

d. Director Evaluation Committee

Trustee Jefferson reported that the committee met on November 9 and 17 and put together an evaluation tool. The job description and the Executive Director's self-evaluation will be emailed to trustees on November 24 and the evaluations will need to be returned by December 8. The completed evaluation forms will be distributed to trustees by December 17 for review at the December 19 board meeting.

e. Finance Committee

Trustee Boland reported that the committee met November 1 and reviewed financial planning firm PMA's recommendations and the property tax levy.

f. Minutes Review Committee

The committee will meet February 9, 2024, at 11:00 a.m.

g. Policy Committee

The committee will meet December 7 to review Policy 4 and Policy 8.

h. Strategic Planning Committee

No report. President Brauer discharged this committee.

**13. Consent agenda**

a. Approval of Minutes

- i. Policy Committee meeting of October 12, 2023
- ii. strategic planning meeting of October 17, 2023
- iii. regular Board meeting of October 17, 2023
- iv. strategic planning meeting of October 21, 2023
- v. Finance Committee meeting of November 10, 2023

- b. Approval of Warrant 2024-05 in the amount of \$1,030,316.29
- c. Approval of Resolution 2024-01 Authorizing Flags to be Flown at the Main Library
- d. Approval of Resolution 2024-02 Authorizing Intervention in All 2022-2024 Tax Year Appeals
- e. Approval to open at 10:00 am on Wednesday, December 13, 2023, for staff holiday breakfast
- f. Approval of adjustments to salary schedule, effective January 1, 2024

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

Roll call vote:

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

**14. Correspondence**

None.

**15. Closed Session for the purpose of deliberations concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (C) (1)**

Trustee Boland moved, seconded by Trustee Snyder, to go into closed session for the purpose of deliberations concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (C) (1).

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	None



Vote: Motion carried.

The Board went into closed session at 8:42 p.m. and reconvened into open session at 9:37 p.m. All trustees were present.

## **16. Adjournment**

President Brauer adjourned the meeting at 9:39 p.m.

Approved:

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Debby Brauer, President

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Maureen DeRosa, Secretary