



**Board of Library Trustees Regular Meeting**  
Judith Gamoran Board Room, Main Library  
700 N. North Court, Palatine, IL  
May 21, 2024, 7:30 pm

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## Minutes

### **1. Call to Order**

Vice President Westhoff called the meeting to order at 7:38 p.m. Secretary DeRosa was present.

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

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

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

Trustee Westhoff approved the agenda as presented by general consent.

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

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Assistant Director Susan Connor, Administrative Associate Sarah Kacimi, Finance Manager Mary Myers, Friends of the Library (FOL) representative Meg Cipar, Youth and Teen Services Manager Kathy Burns, Interim Technology Manager Mike Szwed, and member Veronica True.

### **5. Public Comment**

None.

### **6. Liaison Reports**

#### **a. Friends of the Palatine Library (FOL)**

Friends representative Meg Cipar reported that the June book sale is quickly approaching, and everyone is encouraged to attend. This year the sale will include specialty items, donated LEGO sets, and specially selected library books.

#### **b. Palatine Public Library District Foundation**

Trustee Jefferson reported that the Foundation met in May and discussed sponsorship opportunities for the upcoming mini-golf event. Jefferson mentioned that additional sponsorship is needed. The next meeting of the PPLD Foundation will be held in June.

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

Trustee DeRosa reported that the committee met on May 9. DeRosa pointed out that Susan Conner, Technology Manager, made the ILA E-News for her promotion to Assistant Director.

d. Teen Advisory Board (TAB)

Teen Advisory Board representative Veronica True reported that TAB is preparing for new freshmen members and that the committee is developing a new mission statement.

**7. Unfinished Business**

a. Staff area renovation update

Trustee Westhoff reported that apart from one outstanding HVAC installation, the Library's renovation project is nearly complete. Most staff members have settled into their new spaces. Trustee Westhoff also reported that plans to replace the control panels on the two parking garage elevators are moving forward, with repairs tentatively set to begin in spring 2025.

**8. New Business**

a. Closed session for the purpose of discussion of compensation 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 discussion of compensation of specific employees in compliance with 5 ILCS 120/2(c)(1).

Roll call vote:

Ayes: Boland, DeRosa, Jefferson, Puklin, Snyder, Westhoff

Nays: None

Abstain: None

Absent: Brauer

Vote: Motion carried

The Board of Trustees went into an executive session at 7:52 p.m.

The meeting returned to open session at 8:15 p.m.

b. Approve salary scale for 2025

Trustee Boland moved, seconded by Trustee Snyder, approval of the salary scale for 2025 as presented.

Roll call vote:

Ayes: Boland, DeRosa, Jefferson, Puklin, Snyder, Westhoff

Nays: None

Abstain: None

Absent: Brauer

Vote: Motion carried

c. Review of draft Working Budget for Fiscal Year 2024-2025

Trustee Boland reported that the committee saw healthy balances and working budgets that meets staff needs. The board will vote on the budget at its June meeting.

**9. President's Report**

a. Reminder to take security awareness training

KNOWB4 security training needs to be completed by May 29.

b. Review of library board advocacy activities

Trustee Boland attended the LEGO event and reported that it went very well. Boland commented on the great food and impressive LEGO creations. Trustee Boland and Trustee Westhoff also attended the LACONI Banquet on May 3. During the presentation, John Chrastka went through a long list of horror stories being faced by other library boards around the country. Trustee Westhoff said he appreciated the situation we have in Illinois and particularly in Palatine, compared with what they had heard.

**10. Treasurer's Report**

Trustee Boland reported that the Library is staying on budget.

**11. Director's Report**

Executive Director Dilger reported that the Library held a volunteer appreciation luncheon in April.

a. Technology Department update

Interim Technology Manager Mike Szwed gave an overview of the Library's recent developments. This included security enhancements through Dashlane Password Manager, KNOWB4 Security Training, multifactor authentication, Sharepoint migration, and a new passport program. Szwed added that a patron donated a 3D scanner to the Library.

**12. Committee Reports**

a. Building and Grounds Committee

The committee met on May 2. The next meeting is to be determined.

b. Decennial Committee

The next meeting will be held June 18, 2024.

c. Finance Committee

The Finance committee met on April 26 and April 30. The next meeting will be held in late July or early August.

d. Lock Box Committee

The committee met March 2 and discovered new items in the lockbox. The inventory record has been updated. Trustee Westhoff discharged the committee.

e. Minutes Review Committee

The committee will meet at the end of the fiscal year.

f. Policy Committee

The committee has not met recently. Policy 10 will be reviewed at the next meeting.

**13. Consent Agenda**

a. Approval of minutes

- i. regular Board meeting of April 16, 2024
- ii. Building and Grounds Committee meeting of May 2, 2024

b. Approval of Warrant 2024-11 in the amount of \$1,001,544.05.

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

Roll call vote:

Ayes: Boland, DeRosa, Jefferson, Puklin, Snyder, Westhoff

Nays: None

Abstain: None

Absent: Brauer

Vote: Motion carried

**14. Correspondence**


None.

**15. Adjournment**


Trustee Westhoff adjourned the meeting at 8:45 p.m.

Approved: \_\_\_\_\_

Date: 7/16/24

  
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Debby Brauer, President



  
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Maureen DeRosa, Secretary



