



Minutes

1. Call to order

President Brauer called the meeting to order at 7:40 p.m. Secretary DeRosa was 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

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

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Finance Manager Mary Myers, Member Services Manager Rosalie Scarpelli, Youth and Teen Services Manager Kathy Burns, Adult Services Assistant Manager Lizette Ayala, Collection Services Manager Carly Thompson, Administrative Assistant Sarah Kacimi, Friends of the Library representative Meg Cipar, and member Emilie Cheng.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Palatine Library

Friends of the Library representative Meg Cipar reported that the Friends had a wonderful June book sale with \$16,000 in sales. Cipar thanked everyone who stopped by and helped with the sale. The Friends are looking forward to the next book sale in October.

b. Palatine Public Library Foundation

Trustee Jefferson reported that the Foundation is seeking additional sponsors for the upcoming mini-golf event. The next Foundation meeting will be held on Thursday, July 18.

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

Trustee DeRosa reported on IL House Bill 4567. DeRosa explained that this Bill is designed to enhance the safety of Libraries and library workers in Illinois. HB4567 will expand protections by imposing the same penalties for threats against libraries as those for threats against schools.

7. Unfinished Business

None.

8. New Business

a. Policy 10–Digital and Maker Resources

Trustee DeRosa moved, seconded by Trustee Westhoff, approval of Policy 10 – Digital and Maker Resources

Roll call vote:

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

b. Appendix 10A–Use of Digital and Maker Resources

Trustee DeRosa moved, seconded by Trustee Westhoff, approval of Appendix 10A–Use of Digital and Maker Resources.

Roll call vote:

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

c. Approval of Minutes

i. Decennial Committee meeting minutes of May 21, 2024

Trustee Westhoff moved, seconded by Trustee Jefferson, approval of the Decennial Committee meeting minutes of May 21, 2024, as amended.

Roll call vote:

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

ii. Regular Board meeting minutes of May 21, 2024

Trustee Westhoff moved, seconded by Trustee Boland, approval of regular Board meeting minutes of May 21, 2024, as amended.

Roll call vote:

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

iii. Regular Board meeting minutes of June 18, 2024

Trustee Snyder moved, seconded by Trustee Boland, approval of the regular Board meeting minutes of June 18, 2024, as amended.

Roll call vote:

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

iv. Policy Committee meeting minutes of June 25, 2024

Trustee Snyder moved, seconded by Trustee Boland, approval of the Policy Committee meeting minutes of June 25, 2024, as amended.

Roll call vote:

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

d. Approval of Trustee attendance at the Illinois Library Association Annual Conference in Peoria October 8-10, in the amount of \$275 per Trustee (Trustee day, October 10), \$325 (full conference) plus \$176/night hotel

Trustee Westhoff moved, seconded by Trustee Boland, approval of Trustee attendance at the Illinois Library Association Annual Conference in Peoria October 8-10, in the amount of \$275 per Trustee (Trustee day, October 10), \$325 (full conference) plus \$176/night hotel at the August Board meeting.

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

Trustee Westhoff reported that he attended the Palatine Hometown Fest parade on July 6. Finance Manager Mary Myers and Administrative Assistant Sarah Kacimi also attended. The Palatine Library parade float was awarded best overall.

b. Set date for Budget and Appropriations hearing

The Budget and Appropriations hearing will be held on September 17, 2024, at 7:00 p.m. The regular Board meeting will follow immediately after.

c. Committee Appointments

President Brauer made the following Committee assignments for the 2024–25 fiscal year: Trustee Westhoff will serve on the Building and Grounds Committee with Trustee Jefferson as Chair. Trustees Snyder and Brauer will serve on the Director Evaluation Committee with Trustee Westhoff as Chair. Trustees DeRosa and Jefferson will serve on the Finance Committee with Trustee Boland as Chair. Trustees Snyder and Brauer will serve on the Policy Committee with Trustee

DeRosa as Chair. Trustee DeRosa will continue to serve as the RAILS/ILA Liaison.

10. Treasurer's Report

Trustee Boland reported that it has been a month into the new fiscal year, and everything is looking good. Boland added that plans for identifying surplus will take place at the appropriations meeting.

11. Director's Report

a. American Library Association Conference staff reports

Collection Services Manager Carly Thompson, Youth and Teen Services Manager Kathy Burns, and Adult Services Assistant Manager Lizette Ayala spoke about the American Library Association Conference on sessions they attended. A few topics mentioned involved AI, future predictions for Libraries, censorship, banning books, and the significance of bilingual staff.

b. Member Services Report (Rosalie Scarpelli, Member Services Manager)

Member Services Manager Rosalie Scarpelli reported on materials delivery through RAILS (Reaching Across Illinois Library System) and CCS (Cooperative Computer System). Scarpelli described bin service processes and organization methods.

c. Strategic Plan Update

Executive Director Melissa Gardner reported that the Strategic Plan is in process. Gardner pointed out that there will be no changes to the overarching goals, but there will be a focus on what the Library can do internally to reach those goals. Trustee DeRosa commented that she likes the format of the Strategic Plan.

d. New TIF District

Executive Director Melissa Gardner reported that the Village of Palatine is in the process of establishing a new TIF (tax increment financing) district along and adjacent to West Dundee Road between IL 53 and North Baldwin Road.

12. Committee Reports

a. Building and Grounds Committee

The Building and Grounds Committee will meet on Thursday, August 1.

b. Decennial Committee

President Brauer reported that the Committee has reviewed the draft report. Tracie Padal will make stylistic adjustments to the report at the request of the committee. The updated report will be reviewed in August for approval. Brauer added that once the report has been approved, the Committee will be discharged.

c. Finance Committee

Trustee Boland reported that the Finance Committee will meet to prepare for the budget and appropriations hearing meeting.

d. Minutes Review Committee

The Minutes Review Committee met on Monday, July 8. Motions for closed minutes and recordings eligible for destruction will be offered at the August Board meeting.

e. Policy Committee

Trustee DeRosa reported that the Committee discussed Policy 10 during the meeting. The next meeting will be held on Tuesday, July 30 to discuss the privacy policy.

f. Trustee Search Committee

Trustee Westhoff reported that the Search Committee will meet on Monday, July 22 at 5:30 p.m.

13. 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. Closed session meeting of May 21, 2024
- ii. Decennial Committee meeting of June 18, 2024

b. Approval of Warrant 2025-01 in the amount of \$904,724.17

Trustee Boland moved, seconded by Trustee Jefferson, approval of the consent agenda as presented.

Roll call vote:

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

15. Correspondence

16. Adjournment

President Brauer adjourned the meeting at 9:01 p.m.

Approved: 8/20/24

Debby Brauer
Debby Brauer, President

Maureen DeRosa
Maureen DeRosa, Secretary