



Board of Library Trustees Regular Meeting

Judith Gamoran Board Room, Main Library

700 N. North Court, Palatine, IL

October 15, 2024, 7:00 p.m.

Minutes

1. Call to order

President Brauer called the meeting to order at 7: 01 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, Sherry, True and Westhoff were physically present.

3. Approval of Agenda

Approval of the agenda as presented by general consent.

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Finance Manager Mary Myers, Youth & Teen Services Manager Kathy Burns, Administrative Associate Sarah Kacimi, Friends of the Library representative Meg Cipar, Collection Services manager Carly Thompson, Teen Advisory Board representative Veronica True, member Emilie Cheng, community member Joanne Ha, and Lauterbach & Amen representative Riley Martin.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Friends of the Library representative Meg Cipar reported that the book sale will be held October 18-20. Cipar added that the sale will include specialty items. The Friends of the Library also worked at the Palatine Farmers Market and received \$100 in sales and donations. Cipar added that a check came in from the mini-golf event in the amount of \$560.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on September 19 and is planning their annual Giving Campaign. In the spring, the Foundation will be organizing the Storywalk. Jefferson added that the Foundation is preparing filings with the State and Federal Reserve for November and December. The Foundation will meet again on October 17 at 4:30 p.m.

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

Trustee DeRosa reported that the American Library Association received a grant in the amount of \$400,000 to support the creation of 500 adult and family literacy support centers. DeRosa shared data cited by ALA which stated that an estimated 54% of adults in the United States lack proficiency in foundational literacy. This includes reading, numeracy and digital skills. 64% of our Nation's 4th graders are reading below their grade level. DeRosa added that the number of book challenges have been down this year compared to last year.

d. Teen Advisory Board (TAB)

TAB representative Veronica True reported that they created a Teen Executive Board. In addition, TAB members made handcrafted cards for Plum Creek Senior Living members.

7. Unfinished Business

a. Review and Approval of Policy Changes

i. Policy 0 Bylaws

Trustee DeRosa moved, seconded by Trustee Jefferson, approval of policy changes to Policy 0 Bylaws as presented effective November 1, 2024.

Roll call vote:

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

8. New Business

a. Acceptance of FY 2023-2024 Audit

Lauterbach & Amen representative Riley Martin presented the 2023-2024 Audit package.

Trustee Jefferson moved, seconded by Trustee True, approval of FY 2023-2024 Audit.

Roll call vote:

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

b. Ordinance 2025-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2024, and Ending June 30, 2025

Trustee Boland reported that the Finance Committee met in September to begin the annual budgeting process for next year. The Board will vote on Ordinance 2025-02 at next month's meeting.

9. President's Report

a. Proclamation of Library Friends and Foundation Week

President Brauer read the proclamation recognizing October 20-26, 2024, as Library Friends and Foundation week.

Trustee Boland moved, seconded by Trustee True, approval of Proclamation of Library Friends and Foundation Week as presented.

Roll call vote:

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

b. Trustee Attendance at ILA Legislative Meet Ups

President Brauer reported that the registration deadline for the ILA Legislative Meet Ups is November 21

c. Review of library board advocacy activities

Trustee Westhoff, Sherry and True reported on sessions they attended at the ILA conference on October 8-10. At the conference, Palatine Library staff member, Beth Sousa, gave a presentation on burnout in the Library and Director Melissa Gardner gave a presentation on de-escalation strategies. Both received positive feedback from attendees.

10. Treasurer's Report

Trustee Boland reported that the Library is on track and that there are no material discrepancies.

11. Director's Report

Executive Director Gardner reported on Staff Development Day and an upcoming furniture purchase for the Library.

a. Strategic Plan Q2 Update

Director Gardner presented second quarter updates to the Strategic Plan.

b. Overdrive and Hoopla Statistics

Collection Services Manager Carly Thompson gave a report on Palatine Library's digital collections. Thompson reported that the Library's two main digital collections for e-books and e-audiobooks are Overdrive and Hoopla. Thompson shared that out of the Illinois Libraries that have Hoopla, Palatine Library is ranked #19 for number of users.

12. Committee Reports

a. Building and Grounds Committee

Trustee Jefferson reported that the next meeting is to be determined.

b. Director Evaluation Committee

Trustee Westhoff reported that the committee has nothing to report but they plan on meeting soon.

c. Finance Committee

Trustee Boland reported that the committee met in September to discuss the Levy Ordinance. The Committee will not meet again until the Spring.

d. Policy Committee

Trustee DeRosa reported that the committee will meet on October 22 to review Policy 3: Library Operations.

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. public hearing of September 17, 2024
- ii. regular meeting of September 17, 2024
- iii. Finance committee meeting of September 24, 2024

b. Approval of Warrant 2025-04 in the amount of \$660,825.37

Trustee Westhoff moved, seconded by Trustee True, approval of the consent agenda as presented.

Roll call vote:

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

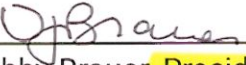
14. Correspondence

None.

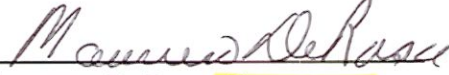
15. Adjournment

President Brauer adjourned the meeting at 8:11 p.m.

Approved on:



Debby Brauer, President



Maureen DeRosa, Secretary