



Board of Library Trustees Regular Meeting
Judith Gamoran Board Room, Main Library
700 N. North Court, Palatine, IL
November 19, 2024, 7:00 p.m.

Minutes

1. Call to order

President Brauer called the meeting to order at 7: 00 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, True and Westhoff were physically present. Trustee Sherry absent.

3. Approval of Agenda

Approval of the agenda as amended.

Trustee True moved, seconded by Trustee Boland, approval to relocate 13.a.ii from the Consent Agenda to new business item E.

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Finance Manager Mary Myers, Administrative Associate Sarah Kacimi, Facilities Manager Gregg Szczesny, Community Engagement Coordinator Beth Sousa, Human Resources Manager Darcie Abreu, Adult Services Librarian Kaitlin Mathers ,Teen Advisory Board representative Veronica True, and member Emelie Cheng.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Library

Director Melissa Gardner reported that the Friends had a successful sale.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met October 17 and is planning the annual end-of-year fundraiser. Jefferson added that with help from the Friends of the Library, we met our goal for the LiteBrite. The Foundation holds \$42,922.26 in the bank account as of September 18. The Foundation will meet again in December.

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

Trustee DeRosa reported that ILA posted information regarding Western Illinois University's plan to eliminate 9 Librarians from their campus in May of 2025. DeRosa added that there is a petition on the ILA website to protest this activity. An additional report was issued showing that there were over 10,000 book challenges made from 2023-2024. The most commonly banned books are *19 Minutes*, *Looking for Alaska*, *Perks of Being a Wallflower*, and *13 Reasons Why*.

d. Teen Advisory Board (TAB)

TAB representative Veronica True reported that handmade cards were sent out to various organizations and that the Winter Reading theme this year will be History. TAB also created promotional art for the Winter Reading Program that will be displayed throughout the Library.

7. Unfinished Business

a. Approval of 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 moved, seconded by Trustee True, approval of 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, as presented.

Roll call vote:

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

8. New Business

- a. Approval of Ordinance 2025-03: Ordinance Abating the Tax Heretofore Levied for the Year 2024 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 True, approval of Ordinance 2025-03: Ordinance Abating the Tax Heretofore Levied for the Year 2024 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, True and Westhoff
Nays: None
Abstain: None
Absent: Sherry
Vote: Motion carried

- b. Approval of Rand Road Lease Renewal

Trustee Boland moved, seconded by Trustee Jefferson, approval of the Rand Road Lease Renewal

Roll call vote:

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

c. Approval of Electricity Pricing with Constellation

Trustee True moved, seconded by Trustee Boland, approval of the electricity pricing with Constellation as presented.

Roll call vote:

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

Trustee True moved, seconded by Trustee Boland, approval of the gas pricing as presented.

Roll call vote:

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

d. Approval of Community Solar with Usource Energy

Trustee True moved, seconded by Trustee Westhoff, approval of Community Solar with Usource Energy as presented.

Roll call vote:

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

e. Approval of Regular Board Meeting Minutes of October 15, 2024

Trustee True moved, seconded by Trustee Boland, approval of regular Board meeting minutes as amended.

Roll call vote:

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

Vote: Motion carried

f. Review and Approval of Policy Changes

i. Approval of changes to Policy 3: Library Operations

Trustee DeRosa moved seconded by Trustee Jefferson, approval of policy changes to Policy 3: Library Operations as amended effective December 1, 2024.

Roll call vote:

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

ii. Approval of changes to Appendix 3A: Library Hours of Operations

Trustee DeRosa moved, seconded by Trustee Jefferson, approval of changes to Appendix 3A: Library Hours of Operations as presented effective December 1, 2024.

Roll call vote:

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

iii. Approval to adopt changes to Appendix 3B: Statement of Professional Ethics

Trustee True moved, seconded by Trustee Boland, approval to adopt changes to Appendix 3B as amended effective December 1, 2024.

Roll call vote:

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

iv. Approval of changes to Appendix 3C: Library Bill of Rights

There were no changes made to Appendix 3C: Library Bill of Rights.

v. Approval of changes to Appendix 3D: Code of Conduct

There were no changes made to Appendix 3D: Code of Conduct.

9. **President's Report**

a. Review of library board advocacy activities

Trustee True made buttons and magnets in the makerspace. Trustee Westhoff made giveaway goodies in makerspace.

b. ILA Legislative Meet Up, Wednesday, December 4, 2024, 8am, Northbrook

President Brauer gave the registration deadline for the ILA Legislative meet up on December 4. Trustee Westhoff and Trustee True will attend.

c. RAILS Board Public Trustee Opening

President Brauer notified the Board of an open position on the RAILS Board.

10. **Treasurer's Report**

Trustee Boland reported that there is no news to report.

11. **Director's Report**

a. Reports on ILA Conference from Library Staff

Executive Director Gardner spoke at the ILA conference and gave the Board an overview of the most effective de-escalation strategies staff can use if presented with difficult interactions. The first strategy is the "power of yes" and the second strategy is distraction.

Community Engagement Coordinator Beth Sousa presented at the ILA conference on burnout and chronic stress. Sousa went over the various causes of stress and strategies that can be used to avoid burnout.

Adult Services Librarian Kaitlin Mathers presented at the ILA Conference regarding iRead, a resource for Libraries to use for reading programs that features guides, themes, and ideas.

b. Report on Mental Wellness Survey

Human Resources Manager Darcie Abreu and Community Outreach Coordinator Beth Sousa reported on Staff Mental Wellness and results from the staff Benefits Survey.

12. **Committee Reports**

a. Building and Grounds Committee

Trustee Jefferson reported that there is no report and no upcoming meeting.

b. Director Evaluation Committee

Trustee Westhoff reported that the committee will set their next meeting soon.

c. Finance Committee

Trustee Boland reported that the next meeting will be in April.

d. Policy Committee

Trustee DeRosa reported that the committee will meet on November 22 to discuss Policy 9: Human Resources.

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. Policy Committee October 22, 2024

b. Approval of Warrant 2025-05 in the amount of \$1,062,785.90

c. Approval of Resolution 2025-03 Authorizing Flags to be Flown at the Main Library

d. Approval of Resolution 2025-04: Authorizing Intervention in All 2023-2025 Tax Year Appeals

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

Roll call vote:

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

14. Correspondence

None.

- 15. Closed session** -- for the purpose of discussion concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (C) (1) and for the purpose of discussion concerning security procedures to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property 5 ILCS 120/2 (C) (8).

Trustee True moved, seconded by Trustee Boland, approval of a closed session for the purpose of discussion concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (C) (1) and for the purpose of discussion concerning security procedures to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property 5 ILCS 120/2 (C) (8) as presented.

Roll call vote:

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

President Brauer adjourned the regular Board meeting at 8:49 pm.

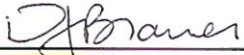
The Board of Trustees went into a closed session at 8:55 pm.

The meeting returned to open session at 9:36 pm.

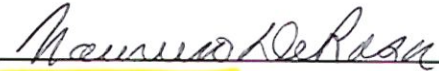
16. Adjournment

President Brauer adjourned the meeting at 9:36 p.m.

Approved on: 12/17/24



Debby Brauer, President



Maureen DeRosa, Secretary