



**Board of Library Trustees Regular Meeting**  
Judith Gamoran Board Room, Main Library  
700 N. North Court, Palatine, IL  
December 17, 2024, 7:00 p.m.

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## 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, Sherry, True and Westhoff were physically present.

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

The agenda was approved by general consent.

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

In attendance were Executive Director Melissa Gardner, Assistant Director Susan Conner, Finance Manager Mary Myers, Administrative Associate Sarah Kacimi, Graphic Designer Jean Bolliger, Youth and Teen Services Manager Kathy Burns, Collection Services Manager Carly Thompson, Human Resources Manager Darcie Abreu, Teen Advisory Board representative Veronica True, Workshop Assistant Manager Selicia Applegate, Member Services Assistant Manager Jennifer Sobel, and members Emilie Cheng, Lay Diep, JoAnn Ha and Zack Kerr.

### **5. Public Comment**

Member Emilie Cheng read a letter to the Board written by a Library staff member regarding the proposed salary grade assignments.

### **6. Liaison Reports**

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

Friends of the Library Representative Meg Cipar reported via email to the Board that the Friends have delivered the \$10,000 grant to the Library, to be used

toward the purchase of the "Lite Brite" wall. In addition, the October Book Sale exceeded expectations, resulting in a total of \$14,425.81. Cipar added that the Friends have added a QR code within the book nook area, allowing patrons to pay by credit card between organized sales.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that there is no update.

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

Trustee DeRosa reported that the ILA reposted an article from the Chicago Tribune regarding State anti-book banning Laws and District Grants.

d. Teen Advisory Board (TAB)

TAB representative Veronica True reported that the teens created sticky-note art that is on display in the Library. The teens will be doing a project for the Palatine Historical Society soon.

**7. Unfinished Business**

None.

**8. New Business**

a. Approval of New Salary Schedule

Director Gardner gave an overview of the process and rationale involved in setting the new salary schedule.

Trustee Jefferson moved, seconded by Trustee True, approval of the new salary schedule titled "Palatine Library District's Pay Grade Assignments," as presented, effective January 1, 2025.

Roll call vote:

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

b. Review and Approval of Policy Changes

- i. Policy 9: Human Resources
- ii. Appendix 2C: Schedule of Loan Periods and Restrictions

Trustee True moved, seconded by Trustee Westhoff, approval of policy changes to Policy 9: Human Resources effective January 1, 2025, as amended.

Roll call vote:

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

Trustee True moved, seconded by Trustee Sherry, approval of policy changes to Appendix 2C: Schedule of Loan Periods and Restrictions effective January 1, 2025, as presented.

Roll call vote:

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

**9. President's Report**

a. Appointment of Minutes Review Committee

President Brauer appointed the Minutes Review Committee members for January to report in February. President Brauer will chair the committee with assistance from Trustee Sherry.

b. Review of Library Board Advocacy Activities

Trustees True and Westhoff attended the Legislative meetup in December. Topics covered at the meetup involved book bans, school budgets, media literacy, and more.

## 10. Treasurer's Report

Trustee Boland reported that the Treasurer's report will now include a budget variance section to help explain budget-to-actual variances throughout the year.

## 11. Director's Report

### a. Reports on ILA Conference from Library Staff

Collection Services Manager Carly Thompson reported on the sessions she attended at the ILA Conference. Thompson highlighted discussed topics which included technology services, cataloging, and management.

Graphic Designer Jean Bollinger spoke about the 100<sup>th</sup> anniversary celebrations for the Library. Bollinger also reported on the processes taken for planning milestone events.

Makerspace Assistant Manager Selicia Applegate reported on the topics she presented at the ILA Conference. Applegate presented on the impact of makerspaces in libraries, upcycling materials in programming, activity passports, and accessibility.

Assistant Director Susan Conner attended all three HR Source sessions at the ILA Conference. Topics discussed were Toxic Takedowns: Mastering the Art of Handling Difficult Employees, Wage and Hour Woes, and Employment Law Updates.

### b. Report On Area Library Branches

Guadalupe Colin reported that she toured local libraries and their branches, offering insight into their operations and practices. Colin shared areas for improvement at the Palatine Library branches which involved more physical space and investing more into programming.

## 12. Committee Reports

### a. Building and Grounds Committee

Trustee Jefferson reported that they have not met yet.

### b. Director Evaluation Committee

Trustee Westhoff reported that the Committee will be meeting soon.

c. Finance Committee

Trustee Boland reported that there is nothing to report.

d. Policy Committee

Trustee DeRosa reported that the committee met November 22. The next meeting will be January 17 to discuss the Financial Management policy and the Community Relations policy.

**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. regular Board meeting of November 19, 2024
- ii. Closed Session minutes of November 19, 2024
- iii. Policy Committee meeting of November 22, 2024

b. Approval of Warrant 2025-06 in the amount of \$813,896.28

c. Approval of Ordinance 2025-04: Establishing the Times, Place, and Date of the Regular Meeting of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2025

d. Approval of Resolution 2025-05: Authorizing Public Library Non-Resident Card Participation and Fees

Trustee Boland 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

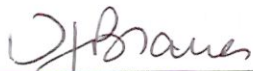
**14. Correspondence**

None.

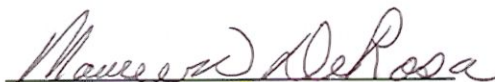
**16. Adjournment**

President Brauer adjourned the meeting at 9:15 p.m.

Approved on: 1/21/25



Debby Brauer, President



Maureen DeRosa, Secretary