

**PALATINE PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
Main Library, 700 N. North Court, Palatine, IL
March 10, 2010, 7:00 P.M.**

CALL TO ORDER

President Barnes called the meeting to order at 7:04 p.m. Secretary Heggem was physically present.

ROLL CALL

Upon roll call, Trustees Barnes, Beals, Heggem, Illian, Jensen, Schersten and Thomas were physically present. There were no Trustee requests to attend the meeting via electronic means.

INTRODUCTION OF VISITORS

Also in attendance were Library Director Susan Strunk, Anthony Auston, Assistant Director; Maureen Galvan, Senior Manager, Human Resources; Joyce Griffin, Business Manager; staff member Deborah Pettersen; and Ann Marquardt of the Friends of the Library.

MINUTES OF PREVIOUS MEETINGS

Trustee Heggem moved, seconded by Trustee Barnes, that the Minutes of the February 10, 2010 regular meeting of the Board of Library Trustees be approved as corrected and the February 3, 2010 meeting of the Brand Development Committee be approved as presented.

The results of the roll call vote were: Aye – Barnes, Beals, Heggem, Illian, Jensen, Schersten and Thomas. **Motion carried.**

Secretary Heggem reported that certain audio tapes in the lock box were destroyed following instructions from the February 10, 2010 meeting.

It was requested that a "Submitted by" line be included in Committee Minutes.

FINANCIAL REPORT AND AUTHORIZATION OF EXPENDITURES

Approval of Operating Fund

Trustee Thomas moved, seconded by Trustee Illian, that the Operating Fund Treasurer's Report for the month ending February 28, 2010 be received and filed for audit and that Operating Fund Warrant # 9 for the month of March 2010 in the amount of \$ 469,957.59 be approved and authorized for disbursement.

The results of the roll call vote were: Aye – Barnes, Beals, Heggem, Illian, Jensen, Schersten and Thomas. **Motion carried.**

Adoption of Resolution 3-10

Trustee Thomas moved, seconded by Trustee Illian, for the adoption of Resolution No. 3-10, a resolution authorizing payment from the Bond Debt Fund for certain enumerated expenses pursuant to the authority of the bond referendum.

The results of the roll call vote were: Aye – Barnes, Beals, Heggem, Illian, Jensen, Schersten and Thomas. **Motion carried.**

Options Regarding Materials Expense in FY 2009-2010

Director Strunk reviewed four options to address the FY 2009-2010 Budget shortfall due to a reduction in the amount of the per capita grant to be received from the State of Illinois.

Trustee Beals moved, seconded by Trustee Jensen, that the FY 2009-2010 Corporate Fund Working Budget be modified as follows:

Income line 4231 (Per Capita Grant) reduced by \$15,000, from \$108,000 to \$93,000;

Income line 4020 (Contribution from Fund Balance) is unchanged from \$37,000;

Expense line 5101 (Books) remains unchanged from \$421,000;

Expense line 5102 (Continuations) reduced by \$9,360, from \$104,000 to \$94,640;

Expense line 5104 (Electronic Reference) reduced by \$1,640, from \$160,000 to \$158,360;

Expense line 5105 (Audio-Visual Materials) remains unchanged from \$158,440; and

Expense line 5106 (Materials Expended from Fund Balance) reduced by \$4,000, from \$37,000 to \$33,000.

The results of the roll call vote were: Aye – Barnes, Beals, Heggem, Illian, Jensen, Schersten and Thomas. **Motion carried.**

PRESIDENT'S REPORT

Call for a Special Board Meeting

A special Board Meeting will be held on April 10, 2010, at 9:00 a.m. in the Board Room at the Main Library to address FY 2010-2011 planning.

Discussion of Proposed Intergovernmental Meeting

The Library will be hosting an Intergovernmental Meeting for all taxing bodies in the Palatine Public Library District service areas on April 29, 2010 from 5:30 p.m. – 8:00 p.m.

PUBLIC COMMENT

There was no public comment.

DIRECTOR'S REPORT

Library Appraisal Report

Director Strunk reviewed the Library Appraisal Report, which has been forwarded to our insurance carriers.

Schedule for Rollout of New Brand Image and Logo

The new logo will be introduced to staff during the week of March 15th. The public's introduction to the new logo will coincide with National Library Week, including press releases and in-house promotions. Information will also be included in the next newsletter, to be mailed the week of April 12th.

Review of Needs List for Potential Affiliate or Donor Support

Director Strunk reviewed a list of Library needs for affiliate or donor support. Further discussion will take place at the April 10th Special Board Meeting.

Calendar

March 2010

March 31 Board of the Friends of the Palatine Library Meeting,
7:00 p.m. at the Main Library

April, 2010

April 10 Special Meeting – Short-Range Planning and Budgeting,

9:00 a.m. at the Main Library

April 11-17 National Library Week

April 13 Staff Recognition Day

April 14 Regular Meeting of the Library Board of Trustees, 7:00 p.m. at the Main Library

April 21 Volunteer Recognition Luncheon, Vittorio's 12:00 noon

DEPARTMENT REPORTS

Summary Report on Library's Website Redesign

Assistant Director Anthony Auston updated the Board on the RFP issued for the Library Website's redesign. All proposals are due on April 9, 2010.

OTHER REPORTS

Friends of the Palatine Library

The February Sale made almost \$12,000. A representative of the Chicago Tribune was at the sale taking pictures. The next sale will be in June.

Palatine Public Library District Foundation

The Foundation met on March 1, 2010. There are three new members on the Foundation. The Foundation met again on March 8th and appointed a Marketing, Fundraising and Nominating Committee. The next meeting is May 10, 2010.

North Suburban Library System

NSLS discussed their current financial problems. NSLS has received approximately 58% of its allotted funding from the State of Illinois.

Policy Committee

Approval of Revised Appendix 11 – Patrons Materials Comment Form

Trustee Schersten moved, seconded by Trustee Jensen, that the revised Appendix 11 - Patron Materials Comment Form be approved as amended, effective immediately.

The results of the roll call vote were: Aye – Barnes, Beals, Heggem, Illian, Jensen, Schersten and Thomas. **Motion carried.**

Discussion of Proposed New Purchasing Policy

The Board discussed the proposed new Purchasing Policy. Board member comments will be considered at the next Policy Committee meeting. The final Purchasing Policy will be reviewed by legal counsel to ensure compliance with state statutes.

ILA Trustee Workshop

Trustees Beals and Jensen reported on the ILA Trustee Workshop that they attended.

CORRESPONDENCE

Trustee Heggem shared correspondence from the POC about the upcoming Cinco de Mayo event.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Trustee Heggem announced that she would donate prizes for each category of the Poetry Contest that the Library is sponsoring. Trustee Heggem also donated a signed copy of *A Dim Sum of the Day Before* by Steven Schroeder to the Library.

ADJOURNMENT

President Barnes declared the meeting adjourned at 9:08 p.m.

President, Carol Barnes

Secretary, Nancy Heggem