

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, February 20, 2019, 7:15 P.M.**

**CALL TO ORDER**

Vice President Looft called the meeting to order at 7:15 p.m.

**ATTENDANCE**

On the roll call, the following trustees were present:

Present: Jamie Bulger, Henry Hackney Jr., W. Gene Looft, Bruce Matthews, Wendy Present and Donald Roalkvam

Absent: Louise Barnett

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden and Andrea Donatoni

Guests: None

**ADDITIONS TO THE AGENDA**

None

**CONSENT AGENDA**

All items listed on the Consent Agenda are considered to be routine by the Library Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the general order of business and considered after all other regular Agenda items.

**APPROVAL OF ITEMS ON CONSENT AGENDA**

A motion was made by Trustee Roalkvam and seconded by Trustee Present to approve the Consent Agenda items.

On the voice vote all were in favor and the motion carried.

**COMMENTS ON CONSENT AGENDA ITEMS**

The Board reviewed and commented on the monthly highlights report. Discussion was held and questions were answered by Executive Director Shepard.

**PUBLIC COMMENTS**

None

**UNFINISHED BUSINESS**

None

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**NEW BUSINESS**

**HR Policy Manual Update**

Trustee Matthews made a motion to approve HR Policy Manual update to Policy 6:10 - Reimbursement of Expenses as presented. Trustee Roalkvam seconded the motion.

On the voice vote all were in favor and the motion carried.

**TREASURER'S REPORT**

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$6,133,818.38 at the end of January, 2019 in the various accounts. The reports were discussed and questions were answered. Trustee Roalkvam stated the reports would be filed for audit.

**TREASURER'S WARRANT #837**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #837 for \$522,133.14. Trustee Matthews seconded the motion.

On the roll call vote was:

AYES: 6: Bulger, Hackney, Looft, Matthews, Present, and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Barnett

There being 6 affirmative votes, the motion passed.

**VICE PRESIDENT'S DISCUSSION**

The Vice President informed the Board about current work being done by The Foundation for the Indian Trails Public Library District.

**EXECUTIVE DIRECTOR'S DISCUSSION**

The Executive Director discussed current work being done by the library staff as well information on upcoming events.

**ADJOURNMENT**

A motion was made by Trustee Hackney and seconded by Trustee Roalkvam to adjourn the meeting.

On the voice vote all were in favor and the motion carried.

Vice President Looft adjourned the meeting at 8:07 p.m.