

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, July 19, 2017, 7:15 P.M. - Lake Room**

**CALL TO ORDER**

Vice President Battinus called the meeting to order at 7:15 p.m. in the library at 355 Schoenbeck Road, Wheeling, IL 60090.

**ATTENDANCE**

On the roll call, the following trustees were present:

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

Absent: Louise Barnett

Also present were:

Staff: Deputy Director Ryann Uden, Business Manager Susan Beal, Communications Manager Susan Dennison and Andrea Wojciechowski

Guests: None

**ADDITIONS TO AGENDA**

Suggestion by Trustee Hackney to be discussed during new business.

**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 THE CONSENT AGENDA**

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

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Barnett

There being 6 affirmative votes, the motion passed.

**COMMENTS ON STAFF REPORTS**

The Board reviewed and commented on a variety of staff reports. Discussion was held and questions were answered by Deputy Director Uden.

**PUBLIC COMMENTS**

None

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**UNFINISHED BUSINESS**

**Policy Updates - Juvenile Kits**

Trustee Looft made a motion to approve Policy Manual updates to Policies 3.20 - Library Use and Loan Periods, 3.21 - Fines and Fees and 3.22 - Interlibrary Loan. Trustee Hackney seconded the motion.

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

**NEW BUSINESS**

**Strategic Planning Process**

Deputy Director Uden discussed the Strategic Planning Process to be implemented in the coming months.

**Launch Pad Closing**

Deputy Director Uden discussed the upcoming August 14-20, 2017 closure of the Launch Pad for maintenance and staff training.

**November 17, 2017 Library Closure - Staff Institute Day**

Trustee Hackney made a motion to approve the closing of the Library for the entire day on November 17, 2017 for Staff Institute Day. Trustee Present seconded the motion.

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

**Trustee Discussion Regarding Crosswalk and Posting of Trustee Portraits**

Trustee Hackney opened a discussion concerning the lighting, signage and crosswalks along Schoenbeck Road. The discussion continued with conversation about posting photographs of the Trustees for public view.

**TREASURER'S REPORT**

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$5,496,426.76 at the end of June, 2017 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 #818**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #818 for \$427,420.87. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 6: Battinus, Hackney, Looft, Matthews, Present, and Roalkvam  
NAYES: 0  
ABSTAIN: 0

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ABSENT: 1: Barnett

There being 6 affirmative votes, the motion passed.

**VICE PRESIDENT'S DISCUSSION**

None

**DEPUTY DIRECTOR'S DISCUSSION**

The Deputy 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 Matthews to adjourn the meeting.

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

Vice President Battinus adjourned the meeting at 8:17 p.m.