

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
WEDNESDAY, OCTOBER 26, 2016**

CALL TO ORDER

Trustee Barnett called the meeting to order at 7:15 p.m. in the library at 70 West Dundee Road, Buffalo Grove, Illinois 60089.

ATTENDANCE

On the roll call, the following trustees were present:

Present: Louise Barnett, W. Gene Looft, Bruce D. Matthews, and Donald Roalkvam

Absent: Mary Battinus, Mary Christel, Henry Hackney Jr.

Also present were:

Staff: Director Brian Shepard, Susan Beal, Susan Dennison, Jennifer Wonsowicz, Greg Mueller and Andrea Wojciechowski

Guests: John Cutrera of BKD, LLP.

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 Looft and seconded by Trustee Roalkvam to approve the Consent Agenda items.

On the roll call vote was:

AYES: 4: Barnett, Looft, Matthews, and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 3: Battinus, Christel, Hackney

There being 4 affirmative votes, the motion passed.

PUBLIC COMMENTS

None.

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UNFINISHED BUSINESS

355 Construction Update:

Director Shepard updated the Board on the current status of the 355 Schoenbeck Road construction project. Discussion was held and questions were answered.

Presentation of the 2015-2016 Fiscal Year Financial Reports:

John Cutrera of BKD LLP presented the audited financial reports for the 2015-2016 fiscal year. Discussion was held and questions were answered.

After reviewing the 2015-2016 Fiscal Year Reports, Trustee Looft made a motion to accept the 2015-2016 Fiscal Year Audited Financial Reports. Trustee Matthews seconded the motion.

On the roll call vote was:

AYES: 4: Barnett, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 3: Battinus, Christel, Hackney

There being 4 affirmative votes, the motion passed.

Director's Compensation Package:

Trustee Matthews made a motion to approve the Director's Compensation Package. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 4: Barnett, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 3: Battinus, Christel, Hackney

There being 4 affirmative votes, the motion passed.

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NEW BUSINESS

Ordinance 202: Establishing a policy to regulate travel reimbursement

Ordinance 202: Establishing a policy to regulate travel reimbursement was tabled until the November 16, 2016 Board Meeting.

Policy 1.23: Expense Reimbursement Policy

Expense Reimbursement Policy was tabled until the November 16, 2016 Board Meeting.

HR Policy 7.3: Vacation

Trustee Looft made a motion to approve the HR Policy 7:3:Vacation as presented. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 4: Barnett, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 3: Battinus, Christel, Hackney

There being 4 affirmative votes, the motion passed.

TREASURER'S REPORT

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$16,482,203.53 at the end of September, 2016 in the various accounts. The reports were discussed and questions answered. President Barnett stated the reports would be filed for audit.

TREASURER'S WARRANT #809

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #809 for \$1,610,986.65. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 4: Barnett, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 3: Battinus, Christel, Hackney

There being 4 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 Director Shepard.

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PRESIDENT'S DISCUSSION

None.

DIRECTOR'S DISCUSSION

Director Shepard recommended the cancellation of the November Board Workshop due to lack of subject matter. The Board concurred.

CLOSED SESSION

President Barnett tabled the closed session pursuant to Illinois Compiled Statute, Chapter 5, ILCS 120/2 c 21: Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 until the November 16, 2016 meeting.

ADJOURNMENT

A motion was made by Trustee Matthews and seconded by Trustee Looft to adjourn the meeting.

On the roll call vote was:

AYES: 4: Barnett, Looft, Matthews, and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 3: Battinus, Christel, Hackney

There being 4 affirmative votes, the motion passed.

The meeting adjourned at 8:07 p.m.