

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, July 18, 2018, 7:15 P.M. - Lake Room**

**CALL TO ORDER**

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

**ATTENDANCE**

On the roll call, the following trustees were present:

Present: Louise Barnett, Henry Hackney Jr., W. Gene Looft, Bruce Matthews (*via phone*),  
Wendy Present, and Donald Roalkvam

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Matt Teske, Susan  
Beal, Susan Dennison and Andrea Donatoni

Guests: Jamie Bulger, Sherwin Begoun

**APPROVAL OF REMOTE ATTENDANCE**

Trustee Matthews will be phoning in remotely. A motion is needed to formally approve Trustee Matthews' attendance via remote means. A motion was made by Trustee Looft and seconded by Trustee Present to approve the attendance of Trustee Bruce Matthews via electronic means.

On the roll call vote was:

AYES: 5: Barnett, Hackney, Looft, Present, and Roalkvam

NAYES: 0

ABSTAIN: 1: Matthews

ABSENT: 0

There being 5 affirmative votes, the motion passed.

**APPOINTMENT OF LIBRARY TRUSTEE TO FILL VACANCY**

A motion was made by Trustee Hackney and seconded by Trustee Roalkvam to appoint Jamie Bulger to fill the vacancy on the Board of Trustees.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 6 affirmative votes, the motion passed.

**OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES**

Susan Beal, Notary, administered the Oath of Office to the newly elected trustee Jamie Bulger.

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**ELECTION OF BOARD OFFICERS:**

Trustees discussed the open position of Vice President of the Board. During the discussion, Trustee Looft was nominated for the position of Vice President and agreed to do so.

Trustee Hackney made a motion to fill the open Board position of Vice President, Trustee Roalkvam seconded the motion.

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

**ADDITIONS TO THE 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 ITEMS ON CONSENT AGENDA**

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

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

**COMMENTS ON MONTHLY HIGHLIGHTS**

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

**PUBLIC COMMENTS**

Sherwin Begoun addressed the Board about his concern that the entrance to the library is not well lit and poses a safety hazard.

**UNFINISHED BUSINESS**

**ILS Consortium Update**

Executive Director Shepard presented information about ILS Consortia. Discussion was held and questions were answered.

**Outreach Planning**

Deputy Director Uden presented information about Outreach. Discussion was held and questions were answered.

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**NEW BUSINESS**

**Activity Plan FY 2018-2019**

Executive Director Shepard presented the proposed Activity Plan for FY 2018-2019. A motion was made by Trustee Looft to approve the FY 2018-2019 Activity Plan as presented. Trustee Hackney seconded the motion.

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

**ILA Conference Approval for the Board of Trustees**

Trustee Roalkvam made a motion to approve the Travel Expense Reimbursement Requests for the 2018 ILA Annual Conference for an amount not to exceed \$875.00 each of the following Trustees: Louise Barnett, Jamie Bulger, Henry Hackney Jr., W. Gene Looft, Bruce Matthews, Wendy Present and Donald Roalkvam as presented. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Bulger, Hackney, Looft, Matthews, Present, and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

**Branch Hours**

Executive Director Shepard presented the proposed Temporary Reduction of Branch Hours. Discussion was held and questions were answered.

**7/18/18 Fire Affecting Branch Members**

Trustee Hackney opened a discussion concerning the libraries' response to today's fire affecting members who frequent the Branch.

**TREASURER'S REPORT**

Susan Beal presented information including fiscal year end comparisons with five year trends and an introduction to library financials.

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$6,279,659.39 at the end of June, 2018 in the various accounts. The reports were discussed and questions were answered. Trustee Roalkvam stated the reports would be filed for audit.

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**TREASURER’S WARRANT #830**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #830 for \$486,169.10. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Bulger, Hackney, Looft, Matthews, Present, and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

**PRESIDENT’S DISCUSSION**

President Barnett welcomed newly appointed Trustee Jamie Bulger.

**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.

President Barnett adjourned the meeting at 8:40 p.m.