

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, December 20, 2017, 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, Mary Battinus, 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, Susan Beal, Jennifer
Wonsowicz and Andrea Wojciechowski

Guests: None

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 Roalkvam to approve the attendance of Trustee Bruce Matthews via electronic means.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 1: Matthews

ABSENT: 0

There being 6 affirmative votes, the motion passed.

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

On the voice vote six were in favor, one abstained and the motion carried.

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COMMENTS ON STAFF REPORTS

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

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Ordinance 210: Policy Prohibiting Harassment, Discrimination, and Retaliation and Policy 5.15 - Policy Prohibiting Harassment, Discrimination, and Retaliation

Executive Director Shepard presented Ordinance 210: Policy Prohibiting Harassment, Discrimination, and Retaliation and Policy 5.15 - Policy Prohibiting Harassment, Discrimination, and Retaliation to the Board. Discussion was held and questions were answered. Trustee Looft made a motion to approve Ordinance 210: Policy Prohibiting Harassment, Discrimination, and Retaliation and Policy 5.15 - Policy Prohibiting Harassment, Discrimination, and Retaliation as presented. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

Per Capita Grant Application

The annual Per Capita Grant Application was reviewed. Discussion was held and questions were answered. Trustee Looft made a motion to approve the Per Capita Grant Application. Trustee Present seconded the motion.

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

Policy Updates

Trustee Roalkvam made a motion to approve updates to Policies 2.10 - Hours of Service, 2.14 - Launch Pad, 2.31 - Solicitation and Petitioning, 3.52 - Library Programming as well as the addition of Policy 2.35 - Conference Room Use as presented. Trustee Battinus seconded the motion.

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

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HR Policy Updates

Trustee Looft made a motion to approve updates to HR Policies Section 2.5 - Recruitment, Section 4.7 - Attendance and Punctuality, and Section 4.11 - Professional Appearance as presented. Trustee Roalkvam seconded the motion.

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

Cancellation of the January 3, 2018 Board Workshop

Trustee Hackney made a motion to approve the cancellation of the January 3, 2018 Board Workshop. Trustee Present seconded the motion.

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

Planned Late Opening of the 355 Schoenbeck location on January 10, 2018

Trustee Matthews made a motion to approve the planned late opening of the 355 Schoenbeck location on January 10, 2018 to 12:00 noon. Trustee Hackney seconded the motion.

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

Amended Planned Late Opening of the 355 Schoenbeck location on January 10, 2018

Trustee Roalkvam made a motion to approve the planned late opening of the 355 Schoenbeck location on January 10, 2018 to 12:00 noon or to another date agreed upon by ComEd. Trustee Looft 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 \$6,514,229.74 at the end of November, 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 #823

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #823 for \$527,895.47. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Battinus, Hackney, Looft, Matthews, Present, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 7 affirmative votes, the motion passed.

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PRESIDENT'S DISCUSSION

The Board of Trustees were excited and pleased with the turnout for the H.S. Study Lounge as well as ITPLD staff presence at the Cooper ESL dinner. President Barnett was also pleased with the "Black Friday" post and the welcome packet designed by the Communications staff, with the fact that the staff computers were installed so quickly (kudos to IT), with the grant from Vernon Library Supplies for ESL software and with the quantity of youth programs last month. President Barnett thanked the entire staff for their amazing work in 2017.

EXECUTIVE DIRECTOR'S DISCUSSION

The Executive Director discussed current work being done by the library staff as well information on upcoming events including continued work on the Strategic Plan, the Culture Code and Customer Experience Expectations. The Executive Director also updated the Board on further staffing considerations and his professional commitment for the first five months of 2018.

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 8:11 p.m.