

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

**CALL TO ORDER**

President Barnett called the meeting to order at 7:17 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: Mary Battinus

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Mike Jackiw, Susan Dennison and Andrea Wojciechowski

Guests: John Cutera of BKD, LLP

**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 Hackney and seconded by Trustee Roalkvam 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: 1: Battinus

There being 5 affirmative votes, the motion passed.

**ADDITIONS TO THE AGENDA**

Suggestion by Trustee Hackney to add discussion about vending options under new business.

Executive Director Shepard recommended moving Agenda Item 7.c. - Presentation of the 2016-2017 Fiscal Year Financial Reports, to the first order of 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 Hackney and seconded by Trustee Looft to approve the Consent Agenda items.

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

**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**

**Presentation of the 2016-2017 Fiscal Year Financial Reports:**

John Cutrera of BKD LLP presented the audited financial reports for the 2016-2017 fiscal year. Discussion was held and questions were answered. After reviewing the 2016-2017 Fiscal Year Reports, Trustee Looft made a motion to accept the 2016-2017 Fiscal Year Audited Financial Reports as presented. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

**Ordinance #209 - Levy and Appropriation for Fiscal Year 2017-2018**

Executive Director Shepard presented Ordinance #209 - Levy and Appropriation for Fiscal Year 2017-2018. Trustee Roalkvam made a motion to adopt Ordinance #209 - Levy and Appropriation for Fiscal Year 2017-2018 as presented. Trustee Looft seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

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**Policy Manual Updates**

Trustee Looft made a motion to approve Policy Manual updates to Policy 3.40 - Collection Development as presented. Trustee Matthews seconded the motion.

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

**PLA Conference Approval**

Trustee Roalkvam and Trustee Looft indicated an interest in attending PLA, however, Trustee Roalkvam revised his intention and decided not to attend the PLA Conference. Trustee Hackney made a motion to approve the travel expenses for Trustee W. Gene Looft to attend the PLA Conference in Philadelphia as presented. Trustee Present seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 1: Looft

ABSENT: 1: Battinus

There being 5 affirmative votes, the motion passed.

**Technology Purchases - Desktop Computers**

Trustee Roalkvam made a motion to approve the purchases of Lenovo equipment from CDWG as presented for a total price of \$40,673.50. Trustee Looft seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

**Vending Machines**

Trustee Hackney opened a discussion about the products offered in the Library vending machines. Discussion was held and questions were answered by Executive Director Shepard. Further questions were referred to staff for follow-up discussion.

**TREASURER'S REPORT**

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$7,153,581.96 at the end of October, 2017 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 #822**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #822 for \$508,659.32. Trustee Hackney seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett reminded the Board that she will be speaking to the Library staff during lunch at Staff Institute Day.

**EXECUTIVE DIRECTOR'S DISCUSSION**

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

**CLOSED SESSION**

A motion was made by Trustee Hackney to move to 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;

and;

Illinois Compiled Statute, Chapter 5, ILCS 120/2.(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Trustee Looft seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

The meeting moved to closed session at 8:54 p.m.

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**RETURN TO OPEN SESSION**

A motion was made by Trustee Looft and seconded by Trustee Present to adjourn the closed session, and return to open session.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

The closed session adjourned at 9:53 p.m. and the Board returned to open session.

**ACTION ON CLOSED SESSION ITEMS**

**Release of the Meeting Minutes from Closed Sessions**

A motion was made by Trustee Roalkvam and seconded by Trustee Hackney to approve the release of the meeting minutes from the following closed sessions as discussed: 2/17/2016 and 4/20/2016.

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

**Resolution Authorizing the Destruction of Audio or Video Recordings of Closed Sessions**

A motion was made by Trustee Roalkvam and seconded by Trustee Hackney to approve the Resolution Authorizing the Destruction of Audio or Video Recordings of closed sessions as discussed including the recordings of the following dates: 2/17/2016 and 4/20/2016.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

**ADJOURNMENT**

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

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

President Barnett adjourned the meeting at 9:55 p.m.