

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
LIBRARY BOARD MEETING
WEDNESDAY, SEPTEMBER 21, 2011**

CALL TO ORDER

President Salganik called the meeting to order at 7:15 p.m. in the library at 355 South Schoenbeck Road, Wheeling, Illinois.

ATTENDANCE

On the roll call, the following trustees were present:

Present: 6: Louise Barnett, Mary Christel, W. Gene Looft,
 Donald Roalkvam, Doris Wagner, and Wally Salganik
Absent: 1: Henry Hackney, Jr.

Also present were:

Interim Director Michael Madden, Chris Gibson, Robin Smith, Mike Jackiw, Greg Mueller, Susan Beal, and Cherie Bott, Recorder of Minutes.

Guests: Lorayne Flodberg, Arthur J. Gallagher Insurance Agency

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 that the Consent Agenda be approved.

On the roll call the vote was:

AYES: 6-Barnett, Christel, Looft, Roalkvam, Wagner, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

COMMENTS ON STAFF REPORTS

The board asked for clarification on various reports, which was provided by staff.

PUBLIC COMMENTS: None

ADDITIONS TO THE AGENDA:

Discussion of changes on the first floor of the library to be added to Administrative Items.

TREASURER’S REPORT AND WARRANT

A. Treasurer’s Report: Trustee Roalkvam reported that the funds were in balance with a total of \$6,917,741.53 at the end of August in the various accounts.

B. Warrant #748: After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #748 for \$427,824.69. The motion was seconded by Trustee Looft.

On the roll call the vote was:

AYES: 6-Barnett, Christel, Looft, Roalkvam, Wagner and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

C. Ordinance #169: Annual Budget and Appropriation Ordinance
Fiscal Year July 1, 2011 to June 30, 2012

Trustee Roalkvam made a motion to approve the Annual Budget and Appropriation Ordinance #169 for fiscal year July 1, 2011 to June 30, 2012. The motion was seconded by Trustee Christel.

On the roll call the vote was:

AYES: 6-Barnett, Christel, Looft, Roalkvam, Wagner and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

D. Presentation and Approval of Arthur J. Gallagher Liability Insurance Renewal
Ms. Lorayne Flodberg of Arthur J. Gallagher Insurance Agency presented the annual renewal of the Library’s insurance policy. Discussion was held and questions were answered.

Trustee Roalkvam made a motion to approve the proposal of liability insurance by Arthur J. Gallagher for November 11, 2011 to November 11, 2012. The motion was seconded by Trustee Looft.

On the roll call the vote was:

AYES: 6-Barnett, Christel, Hackney, Looft, Roalkvam, Wagner and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

PRESIDENT'S ITEMS

A. FY 2012 Per Capita Grant Application

Trustee Looft made a motion to approve the 2012 Per Capita Grant Application as presented. The motion was seconded by Trustee Roalkvam.

On the roll call the vote was:

AYES: 6-Barnett, Christel, Looft, Roalkvam, Wagner and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

B. Director's Offer. To be discussed in Executive Session.

C. 2012 Board Meeting and Workshop Calendar

Dates for Board meetings and workshops for 2012 were discussed and agreed upon by show of hands approval. All were ayes. The schedule will be prepared and distributed at the next meeting.

D. Ken Swanson Memorial

A memorial honoring former Library Director Ken Swanson was discussed. Voluntary contributions by the staff will be received to purchase a brick in his honor.

E. Bookmobile Litigation

An update was provided by Chris Gibson and the current value of a used bookmobile was discussed by the Board.

Trustee Roalkvam made a motion to authorize Ms. Gibson and the Library attorney to negotiate for the library in the matter of the Bookmobile. The motion was seconded Trustee Looft.

On the roll call the vote was:

AYES: 6 -Barnett, Christel, Looft, Roalkvam, Wagner and Salganik
NAYES: 0
ABSTAIN: 0

ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

F. Donor Recognition

Trustee Looft made a motion to accept the policy of donor recognition levels for name recognition on the memorial wall. The motion was seconded by Trustee Wagner.

On the roll call the vote was:

AYES: 6 -Barnett, Christel, Looft, Roalkvam, Wagner and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

G. Fundraising Options

A letter received from a member of the Foundation suggesting fundraising options was read by Trustee Salganik and discussed. The Board will consider these suggestions at a later date.

ADMINISTRATOR'S ITEMS

A. Disposal Policy– Tabled until next meeting.

B. Changes in First Floor of the Library

Ms. Robin Smith provided information on the physical changes to the library first floor layout. Changes will be made in the next two weeks.

FOUNDATION/FRIENDS/ADVOCATES UPDATES:

Foundation:

Next meeting will be held September 22, 2011 at 7:00 PM. Groundbreaking ceremony for the Readers Garden will be on Sunday, September 25 at 4:00 PM. Purchasers of bricks have been invited, as well as the Library Board and Staff and dignitaries. Construction of the garden is expected to begin in October.

Friends:

A bake sale will take place in October. Donations continue for the space shuttle project.

ILA and NSLS UPDATES:

NSLS/Rails

Trustee Wagner advised that there is an opening for a member at large position; library staff members may apply.

ILA:

Trustee Wagner advised that the ILA Conference will be held at Stephens Convention Center in October.

UNFINISHED BUSINESS

A. Pay phone Usage Review

A report was provided by Ms. Susan Beal that 770 calls were made, and the Library paid \$396 in the past year for the public payphone. The Board decided that the pay phone will remain in the library entryway.

B. Fax machine for patrons

Installation is proceeding.

C. Fencing and Drainage:

For this improvement, six trees will be removed, the swale will be rebuilt, and sod installed. The Village engineers have provided great assistance.

NEW BUSINESS for announcement, deliberation and /or discussion only; no official action will be taken.

None

EXECUTIVE SESSION

A: Executive Session: Pursuant to Illinois Compiled Statutes, Chapter 5, Act 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... and Illinois Compiled Statutes, Chapter 5, Act 120/2 c (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.....(c) (2) ...deliberations concerning salary schedules for one or more classes of employees...and (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.

A motion was made by Trustee Barnett and seconded by Trustee Roalkvam to move to Executive Session after a short recess.

On the roll call the vote was:

AYES: 6- Barnett, Christel, Looft, Roalkvam, Salganik & Wagner
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion to move to Executive Session was approved at 9:20 p.m.

The meeting moved to Executive Session at 9:30 p.m. after a short recess.

A motion was made by Trustee Looft and seconded by Trustee Barnett to return to the open meeting at 9:51 p.m.

On the roll call the vote was:

AYES: 6-Barnett, Christel, Looft, Roalkvam, Salganik & Wagner
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion to return to the open meeting was approved.

ACTION ON EXECUTIVE SESSION ITEMS:

Trustee Looft moved that David Seleb be offered the position of Director at a salary of \$115,000.00 per year plus \$100.00 per month mileage allowance. Trustee Barnett seconded the motion.

On the roll call the vote was:

AYES: 6- Barnett, Christel, Looft, Roalkvam, Salganik & Wagner
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

ADJOURNMENT

A motion was made by Trustee Christel and seconded by Trustee Roalkvam to adjourn the meeting.

On the roll call the vote was:

AYES: 6-Barnett, Christel, Looft, Roalkvam, Salganik & Wagner
NAYES: 0
ABSTAIN: 0
ABSENT: 1-Hackney

There being six affirmative votes, the motion was approved.

The meeting adjourned at 9:54 p.m.