

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
MINUTES – LIBRARY BOARD MEETING
WEDNESDAY, JULY 22, 2015**

CALL TO ORDER

President Salganik called the meeting to order at 7:16 p.m. in the library at 355 Schoenbeck Road, Wheeling, Illinois.

ATTENDANCE

On the roll call, the following trustees were present:

Present: 6: Louise Barnett, Mary Battinus, Henry Hackney Jr., Bruce D. Matthews, Donald Roalkvam and Walter Salganik

Absent: 1: Mary Christel,

Also present were:

Staff: Director Brian Shepard, Susan Beal, Susan Dennison, Mike Jackiw, Greg Mueller, and Matt Teske

Guests: W. Gene Looft, and Rick Rosen

Jay Katzman and Robert Reczak of the United States Coast Guard Auxiliary

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 THE CONSENT AGENDA

A motion was made by Trustee Barnett and seconded by Trustee Matthews to approve the Consent Agenda items.

On the roll call the vote was:

AYES: 6: Barnett, Battinus, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Christel

There being six affirmative votes, the motion passed.

COMMENTS ON STAFF REPORTS

The Board commented positively on:

- Telling the stories of the library's services
- The renovation website

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- The Big Read website and kick-off
- The increase in branch circulation
- The number of teen volunteers
- The number of summer reading program school visits
- The types of youth programs the library hosts (arts, maker, book clubs)
- The number of summer reading program participants

Questions were asked and answers given by Director Shepard regarding:

- The length of time large page number books can be checked out for
- The condition of puzzles as reported in a “speak out”
- The continued decline of circulation numbers, and the effects the building construction project will have on the circulation numbers.

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PUBLIC COMMENTS:

Jay Katzman and Robert Reczek of the United States Coast Guard Auxiliary presented the library with a Certificate of Appreciation for the library’s 20 years of support.

TREASURER’S REPORT

Trustee Roalkvam reported that the funds were in balance with a total of \$11,643,147.61 at the end of June 2015 in the various accounts.

A motion was made by Trustee Roalkvam and seconded by Trustee Barnett to accept the Treasurer’s Report for June 2015.

On the roll call the vote was:

AYES: 6–Barnett, Battinus, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Christel

There being six affirmative votes, the motion passed.

TREASURER’S WARRANT #794

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #794 for \$554,678.16. Trustee Barnett seconded the motion.

On the roll call the vote was:

AYES: 6–Barnett, Battinus, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Christel

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There being six affirmative votes, the motion passed.

PRESIDENT’S DISCUSSION

President Salganik:

- Reminded the Trustees of the following:
 - ILA Annual Conference in Peoria on 10/22/2015-10/24/2015
 - PLA Bi-Annual Conference in Denver 04/05/2016-04/09/2015

DIRECTOR’S DISCUSSION:

Director Shepard shared with the Board:

- The creation of a “Notice of Suspension” form for staff use
- Reflejos newspaper will be running a column from the Library on a monthly basis.
- The Big Read is in full swing,
 - 185 members having attended the kick-off programs.
 - 50 books have been checked out
 - 43 country pins have been placed in the map showing where the library members are from.
 - A flier with a listing of the programs and sponsors is now available
- The newly formed Foundation was seated on July 9, 2015
 - There are currently 9 members of the Foundation Board
 - More members are welcome
 - A Library Board of Trustees liaison is needed for the Foundation Board.
- Pest control
 - The building was inspected last month
 - Training is ongoing with staff
 - The library may make inspections routine to avoid problems in the future as pests are a problem in all types of public building
 - Another bug was found, and the 2nd floor was inspected.
 - The one area found to have a possible issue has been treated.

UNFINISHED BUSINESS:

Review of Serving Our Public 3.0: Chapter 5-Technology

Director Shepard led a review and discussion of the library’s compliance with Chapter 5-Technology of Serving Our Public 3.0.

Progress on the 2015 Long Range Planning Goals:

Director Shepard reported to the Board on the mid-year status of the 2015 Long Range Plan goals. Discussion was held and questions were answered.

Renovation Planning Update and Discussion:

- Director Shepard updated the Board on the plans for the upcoming construction, with an emphasis on pros and cons of moving off-site during the physical construction.

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- The following dates were also highlighted:
 - August 5, 2015: Board Workshop with architectural update
 - August 11, 2015: Public open house to present plans to the public
 - August 20, 2015: Plans go before the Village of Wheeling Planning Commission
 - September 8, 2015: Tentative date for the plans to go before the Village of Wheeling Board

NEW BUSINESS

ALA Annual Conference Recap:

Trustees Barnett and Roalkvam summarized the classes they attended at the ALA Annual Conference.

ADJOURNMENT

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

On the roll call the vote was:

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

There being six affirmative votes, the motion passed.
President Salganik adjourned the meeting at 8:45 p.m.