

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
MINUTES – LIBRARY BOARD MEETING
WEDNESDAY, JUNE 17, 2015**

CALL TO ORDER

President Salganik called the meeting to order at 7:15 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 Christel, Henry Hackney Jr., Bruce D. Matthews, Donald Roalkvam and Walter Salganik

Absent: 1: Mary Battinus

Also present were:

Staff: Director Brian Shepard, and Susan Beal

Guests: W. Gene Looft, and Sholom Francis

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 Christel to approve the Consent Agenda items.

On the roll call the vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Battinus

There being six affirmative votes, the motion passed.

COMMENTS ON STAFF REPORTS

The Board commented positively on:

- The extension of the school cards.
- Attendance at the English as a Second Language classes

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- The Business and Career services
- The creation of a digital content position
- The cultural diversity training for managers
- The toddler drive-in program
- The summer reading program kick-off numbers

Questions were asked and answers given by Director Shepard regarding:

- The ongoing location of the branch
- The move in circulation from hard copy to e-books
- How the short term needs for a possible temporary location are affecting the location search.

PUBLIC COMMENTS:

Mr. Sholom Francis stated he was visiting the meeting to see how board meetings operated, and that it was nice to see what went on behind the scenes of the library.

TREASURER’S REPORT

Trustee Roalkvam reported that the funds were in balance with a total of \$11,131,165.33 at the end of May 2015 in the various accounts.

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

On the roll call the vote was:

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

There being six affirmative votes, the motion passed.

TREASURER’S WARRANT #793

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #793 for \$619,683.06. Trustee Christel seconded the motion.

On the roll call the vote was:

AYES: 6–Barnett, Christel, Hackney, Matthews, Roalkvam, and Salganik
NAYES: 0

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ABSTAIN: 0

ABSENT: 1- Battinus,

There being six affirmative votes, the motion passed.

PRESIDENT’S DISCUSSION

President Salganik:

- Reminded the Trustees of the following:
 - ALA Annual Conference in San Francisco on 06/25/2015-06/30/2015
 - 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:

- A reminder that the Board workshop scheduled for July 1, 2015 has been cancelled.
- An overview of the unscheduled closure of the library on June 17, 2015. A single bedbug was found in the staff area. It was felt prudent to have the library inspected to avoid/contain any possible infestation. To have the inspection done, it was necessary to turn off the heating/cooling systems, and to have as few people in the building as possible. The library was closed to accomplish this. The inspection found no indication of more bedbugs, and the library was to resume full service on June 18, 2015.
- An update on the Knitters Group: the volunteer who was to lead the group has decided not to, so the search continues for a volunteer leader.
- The information that the Village of Wheeling has received impact fees for the Milbrook Pointe and Northgate Crossing developments on the Library’s behalf. A check for \$126,954.62 is forthcoming.
- Shared that Director Shepard has scheduled vacation time from July 4 through July 15, 2015.

UNFINISHED BUSINESS:

Ordinance 193: Annual Budget & Appropriation Ordinance for Fiscal Year 2015-2016

Director Shepard presented the tentative Annual Budget & Appropriation Ordinance for Fiscal Year 2015-2016

A motion was made by Trustee Roalkvam to approve the tentative Ordinance 193: Annual Budget and Appropriation Ordinance for Fiscal

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Year 2015-2016 as presented for \$7,172,024 with the final version to be presented at the September 16, 2015 board meeting. Trustee Barnett seconded the motion.

On the roll call the vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Battinus,

There being six affirmative votes, the motion passed.

APPROVAL OF POLICIES:

A motion was made by Trustee Barnett to approve the following policies as presented.

- 4.1 Investments
- 4.2 Disbursement
- 4.21 Corporate Credit Card
- 4.3 Disposal of Property

Trustee Roalkvam seconded the motion.

On the roll call the vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Battinus,

There being six affirmative votes, the motion passed

NEW BUSINESS

Ordinance 190: Prevailing Wage Rates:

A motion was made by Trustee Barnett to approve Ordinance 190: Prevailing Wage Rates as presented. Trustee Christel seconded the motion.

On the roll call the vote was:

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

There being six affirmative votes, the motion passed.

Ordinance 191 Authorizing Non-Resident Cards:

A motion was made by Trustee Barnett to approve Ordinance 191: Authorizing Non-Resident Cards as presented. Trustee Roalkvam seconded the motion.

On the roll call the vote was:

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

There being six affirmative votes, the motion passed.

Ordinance 192: .02% Building & Maintenance Tax Levy:

A motion was made by Trustee Roalkvam to approve Ordinance 192: .02% Building & Maintenance Tax Levy as presented. Trustee Barnett seconded the motion.

On the roll call the vote was:

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

There being six affirmative votes, the motion passed

Resolution to Transfer Corporate Funds to the Special Reserve Fund:

A motion was made by Trustee Barnett to approve a resolution to Transfer \$1,500,000.00 of Corporate Funds to the Special Reserve Fund as presented. Trustee Christel seconded the motion.

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On the roll call the vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Battinus,

There being six affirmative votes, the motion passed.

Policy 3.21 Fines and Fees- Copy/Print Fees:

Director Shepard presented a proposed update to policy 3.21 Fines and Fees to include copy and print fees. Discussion was held.

A motion was made by Trustee Barnett to approve the adoption of policy 3.21 Fines and Fees- Copy/Print Fees with the cost of black and white printing/copying at \$0.10/page and color printing/copying at \$0.25/page. Trustee Christel seconded the motion.

On the roll call the vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Battinus,

There being six affirmative votes, the motion passed.

Policy 5.2 Affordable Care Act Compliance:

Director Shepard presented a proposed policy to standardize the Library's compliance measures for the Affordable Care Act.

A motion was made by Trustee Barnett to approve policy 5.2 Affordable Care Act Compliance as presented. Trustee Roalkvam seconded the motion.

On the roll call the vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Battinus,

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There being six affirmative votes, the motion passed

ADJOURNMENT

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

On the roll call the vote was:

AYES: 6- Barnett, , Christel, Hackney, Matthews, Roalkvam, and
Salganik,

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Battinus

There being seven affirmative votes, the motion passed.
President Salganik adjourned the meeting at 8:38 p.m.