

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
MINUTES – LIBRARY BOARD MEETING
WEDNESDAY, JANUARY 21, 2015**

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
BOARD Meeting
Wednesday, January 21, 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: 7: Louise Barnett, Mary Battinus, Mary Christel, Henry Hackney Jr., Gene Looft, Donald Roalkvam and Walter Salganik

Absent: 0:

Also present were: Director Brian Shepard, Susan Beal and Greg Mueller

Guests: Bruce Matthews and Ann Buxbaum

ADDITIONS TO THE AGENDA

Information regarding ILA and ALA.

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

On the roll call the vote was:

AYES: 7– Barnett, Battinus, Christel, Hackney, Looft, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being seven affirmative votes, the motion passed.

COMMENTS ON STAFF REPORTS

The Trustees commented positively on the following:

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- Increases in circulation at the Prospect Heights Branch
- The increasing impact of the library’s social media communications
- The review of the phone tree and its branches. A request was made for a choice to reach the audio/visual media desk directly from the menu options.
- The speed at which returned materials are returned to the shelves.
- The amount of children and teens involved in the reading programs, but wondered how to increase adult participation.

The Trustees continued their concern regarding overall circulation.

The following dates were set for Trustee in the Lobby:

<u>Date</u>	<u>Time</u>	<u>Trustees</u>
February 7, 2015		Salganik
March 7, 2015		Roalkvam
March 28, 2015		Hackney
April 18, 2015	12:00p – 3:00p	Battinus and Christel
April 19, 2015		Salganik, Barnett

PUBLIC COMMENTS

Ms. Buxbaum commented on her concerns on the handling of lost and found items, as well as her disappointment regarding the cancellation of the poetry and French language groups. The comments were referred to Director Shepard for follow-up.

TREASURER’S REPORT

Trustee Roalkvam reported that the funds were in balance with a total of \$10,858,771.89 at the end of December 2014 in the various accounts.

A motion was made by Trustee Don Roalkvam and seconded by Trustee Barnett to accept the Treasurer’s Report for December 2014.

On the roll call the vote was:

AYES: 7– Barnett, Battinus, Christel, Hackney, Looft, Roalkvam, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 0

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TREASURER’S WARRANT #788

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #788 for \$425,367.67. Trustee Looft seconded the motion.

On the roll call the vote was:

AYES: 7– Barnett, Battinus, Christel, Hackney, Looft, Roalkvam, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

PRESIDENT’S DISCUSSION

President Salganik reminded the Board of:

- ALA Midwinter beginning 1/30/15
- Community Leaders Breakfast 02/12/2015
- Trustee Forum 02/14/15
- ILA Legislative Breakfast 02/16/2015
- Wheeling Park District State of the Parks 02/10/15
- ALA National Legislative Day 05/05/15

President Salganik also announced that the Library has been awarded the Financial Year 2015 Illinois Public Library Per Capita Grant of \$83,762.50 by the Secretary of State.

DIRECTOR’S DISCUSSION:

Director Shepard:

- Informed the Board of proposed revisions by the State to the library systems rules and regulations. A summary of the changes will be sent to the trustees at a future date.
- Discussed changes to the board packet process as the board packet moves from the Boardbook site to Google Drive. The change will save the library approximately \$3,000, as well as make it more streamlined process.
- Distributed packets containing revisions to the personnel policies for discussion at the February 4, 2015 workshop.

FOUNDATION, FRIENDS AND CHILDREN’S ADVOCATES UPDATE

The annual meeting for the Foundation will be held on January 27, 2015 at 6:00 p.m. at the main library building.

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UNFINISHED BUSINESS:

Policy Revision: Policy 1.10 Board By-Laws:

A motion was made by Trustee Barnett to approve Policy 1.10 Board By-Laws as revised. Trustee Christel seconded the motion.

On the roll call the vote was:

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

There being six affirmative votes, the motion passed.

Ordinance 189- Regulating Political Activities and the Solicitation and Acceptance of Gifts by Officers and Employees.

A motion was made by Trustee Barnett to approve Ordinance 189-Regulating Political Activities and the Solicitation and Acceptance of Gifts by Officers and Employees as presented. Trustee Battinus seconded the motion.

On the roll call the vote was:

AYES: 7– Barnett, Battinus, Christel, Hackney, Looft, Roalkvam, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

Intergovernmental Agreement for Snow Plowing and Lawn Care Services with the Wheeling Park District

Trustee Barnett made a motion to approve the intergovernmental agreement with the Wheeling Park District for snow removal/salting of the parking lots and for lawn care services as presented. Trustee Roalkvam seconded the motion.

On the roll call the vote was:

AYES: 7– Barnett, Battinus, Christel, Hackney, Looft, Roalkvam, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

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AIA Contract for Architectural Services:

A motion was made by Trustee Looft to approve the AIA Contract for Architectural Services as presented. Trustee Hackney seconded the motion.

On the roll call the vote was:

AYES: 7– Barnett, Battinus, Christel, Hackney, Looft, Roalkvam, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

Resolution to enter into a fixed price agreement for electricity.

A motion was made by Trustee Barnett to approve a resolution to enter into a fixed price agreement for electricity. Trustee Christel seconded the motion.

On the roll call the vote was:

AYES: 7– Barnett, Battinus, Christel, Hackney, Looft, Roalkvam, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

Review of 2014 Library Goals:

Director Shepard presented the results of the work staff did toward the 2014 Library Goals. Discussion was held and questions were answered.

NEW BUSINESS

Trustee Roalkvam made mention of several upcoming training activities ALA and ILA are making available for Trustees

Trustee Hackney requested that parking lot lighting issues be addressed during the renovation.

ADJOURNMENT

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

On the roll call the vote was:

AYES: 7– Barnett, Battinus, Christel, Hackney, Looft, Roalkvam, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 0

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There being seven affirmative votes, the motion passed. President Salganik adjourned the meeting at 8:47 p.m.