

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT  
MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, August 19, 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 Battinus, Mary Christel, Bruce D. Matthews, Donald Roalkvam and Walter Salganik

Absent: 1: Henry Hackney Jr., (Trustee Hackney joined the meeting in progress at 7:55 p.m.)

Also present were:

Staff: Director Brian Shepard, Susan Beal, Susan Dennison, and Matt Teske

Guests: Public: W. Gene Looft

Cook & Kocher Insurance Group: Jack Cook and Alan Devey

**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 Roalkvam and seconded by Trustee Matthews to approve the Consent Agenda items.

On the roll call the vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Hackney

There being six affirmative votes, the motion passed.

**COMMENTS ON STAFF REPORTS**

The Board reviewed and commented on a variety of staff reports. Discussion was held and questions were answered by Director Shepard.

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**PUBLIC COMMENTS:**

Mr. Looft commented that Vernon Area’s discontinuation of fines is a trend worth watching to see longer term effects on return rates.

**TREASURER’S REPORT**

Trustee Roalkvam reported that the funds were in balance with a total of \$11,784,310.27 at the end of July 2015 in the various accounts.

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

On the roll call the vote was:

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

There being seven affirmative votes, the motion passed.

**TREASURER’S WARRANT #795**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #795 for \$463,977.71. Trustee Barnett seconded the motion.

On the roll call the vote was:

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

There being seven 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
- Asked for a Board Liaison to the newly formed Foundation. Trustee Barnett volunteered, with Trustee Matthews as a secondary.

**DIRECTOR’S DISCUSSION:**

Director Shepard shared with the Board:

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- Information regarding the Buffalo Grove Days Parade
- School services fliers
- Update on the Foundation. The old Foundation board met on August 18, 2015 and voted to turn over all records, including those of the finances, to the new Foundation board.
- Update on the construction planning
  - An open-house was held which was attended by 22 members of the public. The majority of the comments from those attending were positive.
  - The plans are scheduled to go before the Village of Wheeling Planning Commission on August 27, 2015.
- Informed the Board that a FOIA request had been received and that the staff was fulfilling the request.
- Invited the Board to the Wheeling Chamber of Commerce Quarterly Lunch on September 11, 2015.

**UNFINISHED BUSINESS:**

**Renovation Planning Update and Discussion:**

Trustee Battinus suggested the possibility of having the café area contracted to an outside vendor. Discussion was held regarding other libraries that do so, and the viability of such.

**NEW BUSINESS**

**Insurance Renewal:**

Alan Devey and Jack Cook of Cook & Kocher Insurance Group presented the annual insurance renewal information. Discussion was held and questions were answered.

Trustee Christel made a motion to approve the 2015-2016 renewal of the Package, Automobile, Umbrella, and Crime insurance policies as discussed. Trustee Barnett seconded the motion.

On the roll call the vote was:

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

There being seven affirmative votes, the motion passed

**Illinois Public Library Annual Report:**

Director Shepard led a review and discussion of the library’s Illinois Public Library Annual Report for fiscal year 2014-2015.

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Trustee Christel made a motion to approve the 2014-2015 Illinois Public Library Annual Report for fiscal year 2014-2015 as discussed. Trustee Roalkvam seconded the motion.

On the roll call the vote was:

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

There being seven affirmative votes, the motion passed

**Staff Institute Day Closing:**

Director Shepard requested permission to close the main library and branch on November 20, 2015 for staff institute. Discussion was held and questions were answered.

Trustee Barnett made a motion to approve the closure of the main library and branch on November 20, 2015 for Staff Institute Day. Trustee Christel seconded the motion.

On the roll call the vote was:

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

There being seven affirmative votes, the motion passed

**Analytics on Demand Presentation:**

Matt Teske held a presentation of the Demand system. The Demand system condenses data from internal and external systems to allow staff to better understand and track library usage (or non-usage) by the district’s members.

**ADJOURNMENT**

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

On the roll call the vote was:

AYES: 7- Barnett, Battinus, Christel, Hackney, Matthews, Roalkvam, and Salganik,  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being seven affirmative votes, the motion passed.

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President Salganik adjourned the meeting at 8:59 p.m.