

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
MINUTES – LIBRARY BOARD MEETING
WEDNESDAY, DECEMBER 17, 2014**

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: 5: Louise Barnett, Mary Battinus, Mary Christel, Henry Hackney Jr., and Walter Salganik

Absent: 2: Gene Looft, and Donald Roalkvam

Also present were: Director Brian Shepard, and Administrative Services Manager Susan Beal

Guests: Bruce Matthews, Jerry Riles

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: 5– Barnett, Battinus, Christel, Hackney, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed.

COMMENTS ON STAFF REPORTS

The Trustees commented positively on the following:

Upcoming plans for Person In Charge Training

Highlights of previous month's program offerings

The Trustees continued to monitor areas of decline in the circulation statistics.

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PUBLIC COMMENTS

Bruce Matthews, a candidate for the Board of Trustees in the April 7, 2015 election introduced himself to the Board.

Jerry Riles addressed the Board regarding the need for audio/visual studio space.

TREASURER’S REPORT

Director Shepard reported that the funds were in balance with a total of \$11,286,329.59 at the end of November 2014 in the various accounts.

A motion was made by Trustee Christel and seconded by Trustee Hackney to accept the Treasurer’s Report for November 2014.

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel Hackney, , and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Looft, Roalkvam

There being five affirmative votes, the motion passed.

TREASURER’S WARRANT #787

After reviewing selected invoices, Trustee Hackney made a motion to approve Warrant #787 for \$484,152.39. Trustee Barnett seconded the motion.

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Looft, Roalkvam,

There being five affirmative votes, the motion passed.

PRESIDENT’S DISCUSSION

President Salganik reminded the Board of:

- o ALA Mid-Winter: January 30 to February 3, 2015
- o ILA Trustee Workshop: February 14, 2015
- o ILA President’s Day Legislative Day: February 16, 2015
- o ALA National Library Legislative Day: May 5, 2015

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DIRECTOR’S DISCUSSION:

Director Shepard:

- Suggested the following dates for Trustee in the Lobby dates:
 - 2/7/2015, 3/7/2015, 3/28/2015, 4/18/2015, 4/19/2015
- Presented information about Ehlers Investment Partners and requested input on inviting them to present to the finance committee. The Board requested that Ehlers be invited to an upcoming committee meeting
- Updated the Board on plans to submit an application for the Big Read Grant from the National Endowment of the Arts.
- Informed the Board of the movement of the Board packet from Boardbooks to Google Drive beginning in January 2015.
- Reminded the Board that he will be out of the office from December 19, 2014 to January 5, 2015.

FOUNDATION, FRIENDS AND CHILDREN’S ADVOCATES UPDATE

The process to merge the three groups continued. They will be merging under the name of the Foundation of the Indian Trails Public Library District. A mission statement, a conflict of interested statement, a Foundation board agreement, job descriptions for board members, committee structure and an updated set of bylaws have been created. The next meeting will be held January 9, 2015.

UNFINISHED BUSINESS:

Cancellation of the January 7, 2015 workshop:

A motion was made by Trustee Christel and seconded by Trustee Hackney to cancel the January 7, 2015 Board Workshop.

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed

Snow Plowing Services

Trustee Barnett made a motion directing Director Shepard to finalize an intergovernmental agreement with the Wheeling Park District for snow removal/salting of the parking lots and for landscape maintenance for one year. Trustee Christel seconded the motion.

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik

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NAYES: 0
ABSTAIN: 0
ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed

Approval of the Long Range Financial Plan:

A motion was made by Trustee Barnett and Seconded by Trustee Hackney to approve the Long Range Financial Plan prepared by Ehlers dated November 19, 2014 reflecting a 14 year debt payment for the renovation of the library's main facility.

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed

Ordinance 185: An Ordinance Amending the Plan for Buildings, Equipment & Accumulations (Special Reserve Plan)

A motion was made by Trustee Barnett and seconded by Trustee Battinus to approve Ordinance 185: An Ordinance Amending the Plan for Buildings, Equipment & Accumulations (Special Reserve Plan)

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed

Resolution to Transfer Corporate Funds to the Special Reserve:

A motion was made by Trustee Barnett and seconded by Trustee Christel to approve the movement of \$2.5 million from the Corporate Fund to the Special Reserve Fund.

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik
NAYES: 0
ABSTAIN: 0

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ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed

Resolution to Transfer DCEO Grant 12-203281 and DCEO Grant 12-203671 Reimbursement of 2009 expenses to the Special Reserve Fund.

A motion was made by Trustee Barnett and seconded by Trustee Christel to approve the transfer of \$200,000 received from DCEO grants 12-203281 and 12-203671 to the Special Reserve Fund.

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed

Approval of the Following Policy Revisions:

A motion was made by Trustee Barnett and seconded by Trustee Christel to approve the following policies with an effective date of January 1, 2015:

1. 1.11 Policy Development
2. 1.12 Definitions
3. 1.20 Library Trustee Development
4. 1.21 Trustee Ethics
5. 1.22 Legal Consultation
6. 1.30 Public Comment
7. 2.10 Hours of Service
8. 2.11 High School Area
9. 2.20 Member Conduct
10. 2.21 Member Suspension
11. 2.22 Food and Drink in Public Areas
12. 2.23 Unattended Children
13. 2.30 Meeting Room
14. 2.31 Solicitation and Petitioning
15. 2.32 Display
16. 2.33 Filming and Photography
17. 2.40 Communications
18. 2.41 Paid Advertising
19. 2.50 Naming Opportunities & Donor Recognition
20. 2.52 Donations of Items
21. 3.10 Member Confidentiality

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22.3.11 Identity Protection
23.3.21 Fines and Fees

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed

Review of Policy 3.20 Library Use & Loan

Trustee Barnett made a motion to approve policy 3.20 Library Use & Loan, striking out section 1.12 concerning fines for trustees with an effective date of January 1, 2015. Trustee Battinus seconded the motion.

On the roll call the vote was:

AYES: 4– Barnett, Battinus, Christel, and Salganik
NAYES: 1 - Hackney
ABSTAIN: 0
ABSENT: 2 - Looft, and Roalkvam,

There being four affirmative votes, the motion passed

NEW BUSINESS

Revision of Policy 1.10 Board Bylaws.

Discussion was held regarding revisions to Policy 1.10 Board Bylaws. The revisions will be brought to the Board at the January 21, 2015 board meeting for approval.

ADJOURNMENT

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

On the roll call the vote was:

AYES: 5– Barnett, Battinus, Christel, Hackney, and Salganik
NAYES: 0
ABSTAIN: 0
ABSENT: 2 - Looft, and Roalkvam,

There being five affirmative votes, the motion passed
President Salganik adjourned the meeting at 8:40 p.m.