

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT  
MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 16, 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, Henry Hackney J., Bruce D. Matthews, Donald Roalkvam and Walter Salganik

Absent: 1: Mary Christel

Also present were:

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

Guests: Dan Pohrte, Product LLC  
John Shales, Shales McNutt

**ADDITIONS TO THE AGENDA**

None.

President Salganik Requested the Public Comments and the Old Business and New Business sections of the agenda be addressed prior to the Consent Agenda and Treasurer items. The full Board agreed.

**PUBLIC COMMENTS:**

None.

**UNFINISHED BUSINESS:**

**Ordinance 193, Fiscal Year 2015-2016 Budget:**

After reviewing Ordinance 193, Fiscal Year 2015-2016 Budget, Trustee Barnett made a motion to approve Ordinance 193, Combined Annual Budget and Appropriation Ordinance for Library Purpose for the Fiscal Year 2015-2016. Trustee Battinus 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

There being six affirmative votes, the motion passed.

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MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 16, 2015**

**Construction Planning Update:**

Director Shepard updated the Board on the construction plans for the 355 Schoenbeck Road facility. The updates included:

- Discussion of the updated budget for the project
- The location of staff and services during the construction

**NEW BUSINESS**

**Policy Updates:**

Policy 1.3 Public Comment

Trustee Barnett made a motion to approve Policy 1.3 Public Comment as presented. Trustee Battinus seconded the motion.

**On the voice vote, 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

Policy 3.20 Library Use and Loan Periods

Trustee Barnett made a motion to approve Policy 3.20 Library Use and Loan Periods as presented. Trustee Battinus seconded the motion.

**On the voice vote, 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

Policy 5.30 Library Volunteers

Trustee Matthews made a motion to approve Policy 5.30 Library Volunteers as presented. Trustee Roalkvam seconded the motion.

**On the voice vote, the vote was:**

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

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MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 16, 2015**

There being six affirmative votes, the motion passed

**2016 Board Meeting Calendar:**

Director Shepard presented a draft of the 2016 Board Meeting Calendar. Discussion was held regarding possible date conflicts.

Trustee Matthews made a motion to approve 2016 Board Meeting Calendar as presented. Trustee Hackney seconded the motion.

On the voice vote, 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

**Trustee Battinus left the meeting in session at 7:57 p.m.**

**Resolution-Authorizing Destruction of Closed Session Meeting Audio Recordings:**

Director Shepard presented a resolution authorizing the destruction of closed session meeting audio recordings. Discussion was held.

Trustee Barnett made a motion to approve the resolution authorizing the destruction of closed session meeting audio recordings as presented. Trustee Roalkvam seconded the motion.

On the voice vote, the vote was:

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

There being five affirmative votes, the motion passed.

**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.

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT  
MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 16, 2015**

**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: 5: Barnett, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 2: Battinus, Christel

There being five affirmative votes, the motion passed.

**COMMENTS ON STAFF REPORTS**

The Board commented positively on:

- New readers' advisory
- Community Roundtable
- Latino outreach
- Circulation at the Branch, especially in the youth area
- The Big Read, related to programs, publicity, and participation
- Kindergarten Card party
- Front room displays
- Participation in the "1,000 Books before K" program

Questions were asked by the Board and answers given by Director Shepard regarding:

- The status of the Friends name
- Where audiobook cd circulation is located in the reports

**TREASURER'S REPORT**

Trustee Roalkvam reported that the funds were in balance with a total of \$12,831,736.23 at the end of August 2015 in the various accounts.

A motion was made by Trustee Roalkvam and seconded by Trustee Matthews to accept the Treasurer's Report for August 2015.

On the roll call the vote was:

AYES: 5–Barnett, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 2- Battinus, Christel

There being five affirmative votes, the motion passed.

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT  
MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 16, 2015**

**TREASURER’S WARRANT #796**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #796 for \$561,163.47. Trustee Barnett seconded the motion.

On the roll call the vote was:

AYES: 5–Barnett, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 2- Battinus, Christel

There being five 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 4/5/2016-4/9/2015
  - ALA Midwinter
- Thanked the trustees, staff, and volunteers who created a successful Buffalo Grove Days parade entry, including pictures from the parade on Instagram media within hours of the parade.
- Updated the Board on the funding status of IMET and the Per Capita grant.

**DIRECTOR’S DISCUSSION:**

Director Shepard shared with the Board:

- RAILS delivery service will be outsourced beginning October 25, 2015.
- The Big Read activities including attendance at the September 12, 2015 programs and the Author Visit scheduled on October 6, 2015.
- Updated the Board on the participation in the “1,000 books before” programs.

**CLOSED SESSION**

Pursuant to Illinois Compiled Statute, Chapter 5, ILCS Act 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body....

A motion was made by Trustee Matthews and seconded by Trustee Roalkvam to move to Closed Session.

On the roll call the vote was:

AYES: 5– Barnett, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT  
MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 16, 2015**

ABSENT: 2- Battinus, Christel,  
There being five affirmative votes, the motion passed.  
The meeting moved to Closed Session at 8:42 p.m.

**RETURN TO OPEN SESSION:**

A motion was made by Trustee Hackney and seconded by Trustee Roalkvam to adjourn the Closed Session, and return to Regular Session.

On the roll call the vote was:

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

There being five affirmative votes, the motion passed.

The Closed Session adjourned at 9:13 p.m.

The Board returned to Regular Session at 9:13 p.m.

**ACTION ON EXECUTIVE SESSION ITEMS:**

none

**ADJOURNMENT**

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

On the roll call the vote was:

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

There being five affirmative votes, the motion passed.  
President Salganik adjourned the meeting at 9:18 p.m.