

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT  
MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, MARCH 16, 2016**

**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, and Mary Battinus, Mary Christel, Henry Hackney Jr, Bruce D. Matthews, Donald Roalkvam and Walter Salganik

Absent: 0:

Also present were:

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

Guests: Steve Hendrickson - Shales McNutt  
Dan Pohrte and Tiffany Nash - Product LLC  
W. Gene Looft – member of public

**ADDITIONS TO THE AGENDA**

**Foundation update:** Trustee Barnett gave a summary of the most recent Foundation meeting at which the Brick Garden brochure draft was reviewed, as well as donation and naming opportunities were discussed. The next meeting will be on May 8, 2016 at which their strategic plan, goals and fund raising plans will be discussed. Trustee Barnett also added that \$1,700 was raised at the last Children’s Book Sale.

**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 Christel to approve the Consent Agenda items.

On the voice vote was:

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

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There being seven 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.

**PUBLIC COMMENTS**

None.

**UNFINISHED BUSINESS:**

**Policy 4.4: Debt Management Policy**

On the advice of the Library's financial planner, Director Shepard recommended Policy 4.4 Debt Management for passage by the Board. Discussion was held and questions were answered.

Trustee Roalkvam made a motion approve adoption of Policy 4.4: Debt Management. Trustee Battinus seconded the motion.

On the voice 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.

**355 Construction Bid Recommendations:**

Director Shepard presented the recommended bid results for the 355 Schoenbeck Road construction project. Mr. Hendrickson from Shales McNutt Construction reviewed the construction portion of the project. Ms. Nash reviewed the furniture portion of the project. Discussion was held and questions were answered.

Trustee Barnett made a motion to approve the construction contract with Shales McNutt Construction in the amount of \$11,819,513 to perform the construction work as outlined in their bid scope including acceptance of alternates 1, 4, 6, 11, 14 and 18. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

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There being seven affirmative votes, the motion passed.

Trustee Roalkvam made a motion authorizing the Library Director to approve change orders in the amount of \$20,000 or less. For change orders in excess of \$20,000, approval requires the consent of the Library Director and one Board Officer. All change orders will be submitted to the Board for review and ratification at the Board's next meeting. If necessary, depending on the nature of the proposed change order, the Board may call a Special Meeting. All change orders will require the written recommendations of Library District's Construction Manager. Trustee Matthews seconded the motion.

On the roll call 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.

Trustee Hackney made a motion to approve the furniture contracts as outlined in the memo for Product Architecture + Design dated March 10, 2016 in the amount of \$1,255,311. Trustee Christel seconded the motion.

On the roll call 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.

**NEW BUSINESS**

**Ordinance 195 –Amendment to Ordinance 193 Fiscal Year 2015-2016 Budget and Appropriation.**

Director Shepard presented Ordinance 195, an ordinance to amend Ordinance 193, the Annual Budget and Appropriation Ordinance for Fiscal Year 2015-2016 to reflect the updated costs of the 355 Schoenbeck Road construction project.

Trustee Barnett made a motion to approve Ordinance 195: An Ordinance Amending Ordinance 193, the Annual Budget and Appropriations Ordinance for the Fiscal Year 2015-2016. Trustee Christel seconded the motion.

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On the roll call 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 REPORT**

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$11,556,693.32 at the end of February 2016 in the various accounts. The reports were discussed and questions were answered. President Salganik stated the reports would be filed for audit.

**TREASURER’S WARRANT #802**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #802 for \$483,044.43. Trustee Christel seconded the motion.

On the roll call 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 events:
  - Ground Breaking Ceremony - 355 Schoenbeck 04/02/2016 11:00 am
  - Grand Opening of the Temporary Location – 70 W. Dundee 04/04/2016 9:00 am
  - PLA Bi-Annual Conference in Denver - 04/05/2016-04/09/2016
  - ALA Legislative Day in Washington DC – 05/02/16-05/03/16
  - Laconi Trustee Dinner – 05/13/16 6 p.m.
  - ALA Annual Conference in Orlando - 06/23/16-06/28/16
  
- The Indian Trails Public Library District was the recipient of a \$100,000 donation from the Helen N. Morrow Trust. Mr. Scott Friedman presented the check to Director Shepard and President Salagnik on behalf of the trust. Ms. Morrow was a

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former teacher who strongly believed in encouraging youth literacy. The Indian Trails Public Library District was selected for the donation based on a vetting process that appreciated, among other things, the library staff's customer service.

**DIRECTOR'S DISCUSSION:**

Director Shepard:

- Information the Trustees that the library is working on a grant submission to EBSCO for solar panels. It is a competitive grant for \$150,000. The installation of solar panels would further the "green" initiative the library is already undertaking with the 355 Schoenbeck construction.

**ADJOURNMENT**

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

On the roll call 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 Salganik adjourned the meeting at 8:49 p.m.