

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT  
MINUTES – LIBRARY BOARD MEETING  
WEDNESDAY, FEBRUARY 17, 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: Mary Christel, Henry Hackney Jr, Bruce D. Matthews, Donald Roalkvam and Walter Salganik

Absent: 2: Louise Barnett and Mary Battinus

Also present were:

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

Guests: W. Gene Looft

**ADDITIONS TO THE AGENDA**

Executive Session.

**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 roll call vote was:

AYES: 5- Christel, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 2- Barnett and Battinus

There being five 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 on concerns regarding parking at the temporary location (70 West Dundee Road). Director Shepard addressed the concerns.

**UNFINISHED BUSINESS:**

**Library Policy Revisions: Policy 3.20 Library Use and Loan; Policy 3.21 Library Fees and Fines; and Policy 3.22 Interlibrary Loan:**

Director Shepard highlighted the changes recommended to Policy 3.20 Library Use and Loan; Policy 3.21 Library Fees and Fines; and Policy 3.22 Interlibrary Loan.

Trustee Matthews made a motion approve the amended Policy 3.20 Library Use and Loan; Policy 3.21 Library Fees and Fines; and Policy 3.22 Interlibrary Loan. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 5- Christel, Hackney, Matthews, Roalkvam, and Salganik

NAYES: 0

ABSTAIN: 0

ABSENT: 2- Barnett and Battinus

There being five affirmative votes, the motion passed.

**NEW BUSINESS**

**Renovation Project Update:**

Director Shepard updated the Board on activities regarding the 355 Schoenbeck construction project:

- Over 60 contractors were in attendance at the February 11, 2016 pre-bid walk through
- The bid opening scheduled for February 23, 2016 and the process SMC will use to review bids.
- The progress on readying the 70 W Dundee Road temporary location
- The due diligence on options for work space for the staff during renovation

**TREASURER'S REPORT**

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$11,385,179.18 at the end of January 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 #781**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #801 for \$488,389.79. Trustee Christel seconded the motion.

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On the roll call vote was:

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

There being five affirmative votes, the motion passed.

**PRESIDENT’S DISCUSSION**

President Salganik:

- Reminded the Trustees of the following events:
  - State of the Village of Wheeling – 02/24/16 8-10 a.m.
  - 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
- Shared information from the ILA Trustee Forum.

**DIRECTOR’S DISCUSSION:**

Director Shepard:

- Invited the Trustees to the
  - Library presentation at the Buffalo Grove Village Board meeting 2/22/16, 7:30 p.m.
  - 355 Schoenbeck Construction Project Ground Breaking – 4/2/16
  - 70 W Dundee opening – 4/4/16
  - LACONI Trustee Banquet - 5/13/16
- Shared:
  - A wrap-up and handouts from the Wheeling Community Open-House
  - That he, Director Shepard, had been asked to fill a vacant ILA Executive Board seat through its term that ends in 2017, and had accepted.
  - Thank you notes from the teachers and students of District 21’s Cooper Middle School that was the result of outreach efforts of the Youth Services Librarians Sara Brunkhorst and Katie Burke.

**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 Hackney and seconded by Trustee Roalkvam to move to Closed Session.

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On the roll call vote was:

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

There being five affirmative votes, the motion passed.

The meeting moved to Closed Session at 8:43 p.m.

**RETURN TO OPEN SESSION:**

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

On the roll call vote was:

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

There being five affirmative votes, the motion passed.

The Closed Session adjourned at 9:05 p.m.

The Board returned to Regular Session at 9:05 p.m.

**ADJOURNMENT**

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

On the roll call vote was:

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

There being five affirmative votes, the motion passed.

President Salganik adjourned the meeting at 9:06 p.m.