

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, June 21, 2023**  
**7:00 p.m. - Lake Room**

**CALL TO ORDER**

President Barnett called the meeting to order at 7:00 p.m.

**ATTENDANCE**

On the roll call, the following trustees were present:

Present: Vicki Baba, Louise Barnett, Henry Hackney Jr. Erin Hauck, Caitlyn Keenan and Mary Moodhe

Absent: Andrew Sitshela

Also present were:

**Staff:** Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal and Robyn Franklin

**Guests:** Maya Schaab, Olivia Schaab and Matt Schaab

**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 ITEMS ON CONSENT AGENDA**

A motion was made by Trustee Hauck and seconded by Trustee Baba to approve the Consent Agenda items. On the voice vote all were in favor and the motion carried.

**COMMENTS ON CONSENT AGENDA ITEMS**

The Board reviewed and commented on the various reports. Discussion was held and questions were answered.

**PUBLIC COMMENTS**

None

**UNFINISHED BUSINESS**

**Ordinance 237: FY 2023-2024 Budget and Appropriations**

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Trustee Hauck made a **motion to adopt preliminary Ordinance 237 Combined Annual Budget and Appropriation Ordinance for Library Purpose for the Fiscal Year 2023-2024.** Trustee Moodhe seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, the motion passed.

**NEW BUSINESS**

**Little Free Pantry Presentation and Resolution**

Deputy Director Uden discussed that Maya Schaab and her family reached out to the library to propose donating a Little Free Pantry to the library as part of Maya's annual birthday celebration. Maya is a local resident who has been celebrating her birthday for the last few years with acts of kindness. Maya and her family have constructed the Little Free Pantry that they are donating and will be doing weekly checks of the pantry to check expiration dates and restock as needed.

Trustee Hauck made a **motion to approve Resolution 062123-2: Donation of Maya's Little Free Pantry, as outlined.** Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, the motion passed.

At 7:14 p.m. Trustee Moodhe made a motion to recess the meeting to have a tour of the Little Free Pantry with Maya Schaab. Trustee Hackney seconded the motion. On the voice vote all were in favor and the motion carried.

At 7:27 p.m. Trustee Hauck made a motion to return from recess and back to open session. Trustee Hackney seconded the motion. On the voice vote all were in favor and the motion carried.

**Ordinance 235: An Ordinance amending the plan for Building, Equipment and Accumulations**

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***(Special Reserve Fund Plan)***

Executive Director Shepard discussed that the Special Reserve fund's basic purpose is for the accumulation of funds to pay the costs of future large scale (usually capital) plans. It has been 5 years since the last review and amendment. Staff is recommending an increase based on cost estimates for the items listed, as well as a new sub-category of "furnishings" to allow for the purchase or replacement of items as library facilities either age or are added, as the Special Reserve may be used for any of the District's locations. The increased estimates would increase the total funds allowed to increase from \$2,000,000 to \$3,000,000. Trustee Hauck made a **motion to approve Ordinance 235: An Ordinance amending the plan for Buildings, Equipment and Accumulations (Special Reserve Plan)**. Trustee Moodhe seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshele

There being 6 affirmative votes, the motion passed.

**Resolution 062123-1: Resolution to transfer Corporate Funds to the Special Reserve Fund**

Executive Director Shepard also discussed that the library has a slight surplus of funds due to a variety of factors. Staff is recommending that the estimated overage be moved to the Special Reserve so there are funds available as the main building ages as well as other opportunities that might present themselves. Trustee Hauck made a **motion to approve Resolution 062123-1 "Resolution to transfer Corporate Funds to the Special Reserve Fund" in the amount of \$500,000.00**. Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshele

There being 6 affirmative votes, the motion passed.

**Ordinance 234: Authorizing Public Library District Non-Resident Cards**

A motion was made by Trustee Moodhe and seconded by Trustee Keenan to **adopt Ordinance 234: Annual Ordinance Authorizing Public Library District Non-Resident Cards** by roll call vote.

On the roll call vote was:

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NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, the motion passed.

**TREASURER'S REPORT**

Trustee Hauck presented the financial reports. The funds were in balance with a total of \$9,992,997.67 at the end of May, 2023 in the various accounts. The reports were discussed, and questions were answered.

**TREASURER'S WARRANT #889**

After reviewing selected invoices, Trustee Hauck made a motion to **Approve Warrant #889 for \$708,434.38**. Trustee Moodhe seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett discussed the bill that Governor Pritzker signed that makes libraries ineligible for certain state grant funding if they don't adopt the American Library Association's Bill of Rights, or similar language, that says books shall not be removed from circulation because of personal, political or religious reasons.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard noted that the Summer Library Adventure has, to date, 1,680 registrations. At the same time last year there were 1,283 registrations. He also noted that the new sorter has been installed. The lobby will still have to be modified to accommodate the new sorter. He mentioned that Ryann Uden and Sarah Heimsoth will be presenting the Culture Code update at an ALA poster session on Sunday.

**CLOSED SESSION**

A motion was made by Trustee Hackney to **move to closed session pursuant to 5 ILCS 120/2 (c) (5): The purchase or lease of real property for the use of the public body, including**

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**meetings held for the purpose of discussing whether a particular parcel should be acquired.**  
Trustee Hauck seconded the motion.

The meeting moved to closed session at 8:05 p.m.

**RETURN TO OPEN SESSION**

A motion was made by Trustee Hauck and seconded by Trustee Moodhe to adjourn the closed session and return to open session.

On the voice vote all were in favor and the motion carried. The closed session adjourned at 9:06 p.m. and the Board returned to open session.

**ADJOURNMENT**

A motion was made by Trustee Hackney to adjourn the meeting. Trustee Hauck seconded the motion.

On the voice vote all were in favor and the motion carried.

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