

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, January 17, 2018, 7:15 P.M. - Lake Room

CALL TO ORDER

President Barnett called the meeting to order at 7:15 p.m.

ATTENDANCE

On the roll call, the following trustees were present:

Present: Louise Barnett, Mary Battinus (*via phone*), Henry Hackney Jr., W. Gene Looft, Bruce Matthews (*via phone*), Wendy Present and Donald Roalkvam

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Susan Dennison, Matt Teske, Michele Fenton, Mike Jackiw, Jennifer Wonsowicz, Jenn Hovanec, Amanda Standerfer and Andrea Donatoni

Guests: None

APPROVAL OF REMOTE ATTENDANCE

Trustees Matthews and Battinus will be phoning in remotely. A motion is needed to formally approve Trustees Matthews and Battinus attendance via remote means. A motion was made by Trustee Looft and seconded by Trustee Roalkvam to approve the attendance of Trustees Matthews and Battinus via electronic means.

On the roll call vote was:

AYES: 4: Barnett, Hackney, Looft and Roalkvam

NAYES: 0

ABSTAIN: 2: Matthews, Battinus

ABSENT: 1: Present

There being 4 affirmative votes, the motion passed.

ADDITIONS TO THE AGENDA

Executive Director Shepard recommended moving Agenda Item 8.c. - Parental Leave Policy Discussion to this point in the meeting.

Parental Leave Policy Discussion

Jennifer Wonsowicz presented information about a Parental Leave Policy. Discussion was held and questions were answered. The Trustees asked several questions related to the proposed length and criteria for eligibility and gave feedback for the development of a policy. Staff were asked to draft a policy and present it to the trustees for consideration in February 2018.

Trustee Present joined the meeting in progress at 7:28 p.m.

Trustee Battinus left the meeting in progress at 7:43 p.m.

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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 Looft and seconded by Trustee Roalkvam to approve the Consent Agenda items.

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

COMMENTS ON STAFF REPORTS

The Board reviewed and commented on a variety of staff reports. Discussion was held and questions were answered by Executive Director Shepard.

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

Strategic Planning Update

Amanda Standerfer updated the Board on Strategic Planning progress. The focus of the discussion was finalizing the Strategic Plan 2018-2020 document. Discussion was held and questions were answered.

NEW BUSINESS

ILA Trustee Forum Workshop Approval for the Board of Trustees

Trustee Roalkvam made a motion to approve the travel expenses for Trustee Hackney, Trustee Looft, Trustee Matthews and Trustee Roalkvam to attend the ILA Trustee Forum Workshop as presented. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 6: Barnett, Hackney, Looft, Matthews, Present and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

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Resolution Authorizing Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC)

Trustee Roalkvam made a motion to approve the Resolution authorizing participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and authorizing the Executive Director to approve a contract with the lowest cost electricity provider for a period up to 36 months. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 6: Barnett, Hackney, Looft, Matthews, Present and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Battinus

There being 6 affirmative votes, the motion passed.

Solar Grant Implementation Timetable

Executive Director Shepard presented information pertaining to the future installation of solar panels financed by a grant from EBSCO. A general timetable was discussed and questions were answered.

Digital and Maker Services Department Overview

Digital and Maker Services Manager Jenn Hovanec presented her plan for the introduction of the new Digital and Maker Services Department. Discussion was held and questions were answered.

Trustee Matthews left the meeting in progress at 8:58 p.m.

Audit Timetable for FY 2017-2018

Business Manager Susan Beal presented the timeline suggested for the search for audit services. Trustee Roalkvam made a motion to formally appoint a Finance Committee to include Trustees Roalkvam, Looft and Present. Trustee Present seconded the motion.

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

TREASURER'S REPORT

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$5,983,892.60 at the end of December, 2017 in the various accounts. The reports were discussed and questions were answered. Trustee Roalkvam stated the reports would be filed for audit.

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TREASURER’S WARRANT #824

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #824 for \$427,191.41. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 5: Barnett, Hackney, Looft, Present and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 2: Battinus and Matthews

There being 5 affirmative votes, the motion passed.

PRESIDENT’S DISCUSSION

President Barnett praised the Communications Department for the E-newsletter and thanked the IT department for the quick installation of staff computers. President Barnett also mentioned that the village staff from Buffalo Grove loved the library and have plans to return for future events.

EXECUTIVE DIRECTOR’S DISCUSSION

The Executive Director discussed current work being done by the library staff as well information on upcoming events.

ADJOURNMENT

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

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

President Barnett adjourned the meeting at 9:25 p.m.