

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**BOARD WORKSHOP**  
**Wednesday, February 7, 2018 - Lake Room**  
**To begin immediately following the 7:15 pm Special Board Meeting**

**CALL TO ORDER**

President Barnett called the meeting to order at 7:33 p.m.

**ATTENDANCE**

On the roll call, the following trustees were present:

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

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Christina Stoll, Rosa Lloyd, Jenn Hovanec, Matt Teske, Michele Fenton, Susan Dennison, Jennifer Wonsowicz, Greg Mueller, Stavroula Harissis and Andrea Donatoni

Guests: Steve Maze of Elara Engineering

**APPROVAL OF REMOTE ATTENDANCE**

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

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 2: Matthews and Present

ABSENT: 0

There being 5 affirmative votes, the motion passed.

**ADDITIONS TO THE AGENDA**

Executive Director Brian Shepard will give a brief Director's Report at the end of the meeting.

**PUBLIC COMMENTS**

None

**ELARA ENGINEERING PRESENTATION**

Steve Maze from Elara Engineering presented information from the HVAC system review.

Additionally, Mr. Maze explained the timetable for the installation of the solar panels that were financed through the grant from EBSCO that the library received in June 2017. Discussion was held and questions were answered.

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**DEPARTMENT PRESENTATIONS**

The management team presented their departments accomplishment for the past year as well as plans for the next fiscal year. Discussion was held and questions were answered.

Trustee Matthews left the meeting in progress at 8:10 p.m.

**EXECUTIVE DIRECTOR'S DISCUSSION**

The Executive Director discussed current work being done by the library staff as well information on upcoming events. The Executive Director cancelled the Trustee in the Lobby event on February 17, 2018 due to scheduling conflicts. The Board was reminded that the ILA Legislative Breakfast is February 19, 2018 and there will be a RAILS listening session here at the library on February 22, 2018 from 10:00 a.m. to noon. Executive Director Shepard has been appointed the Treasurer for the Illinois Library Association.

**ADJOURNMENT**

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

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

President Barnett adjourned the meeting at 9:05 p.m.