

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, May 17, 2017, 7:15 P.M. - Lake Room

CALL TO ORDER

President Barnett called the meeting to order at 7:15 p.m. in the library at 355 Schoenbeck Road, Wheeling, IL 60090.

ATTENDANCE

On the roll call, the following trustees were present:

Present: Louise Barnett, Mary Battinus, Henry Hackney Jr., Bruce D. Matthews, and Donald Roalkvam

Absent: W. Gene Looft

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Business Manager Susan Beal, Communications Manager Susan Dennison, Greg Mueller and Andrea Wojciechowski

Guests: Claudia Fonseca

OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES

Susan Beal, Notary, administered the Oath of Office to the newly elected trustees: Louise Barnett, Mary Battinus and Henry Hackney, Jr..

ELECTION OF BOARD OFFICERS

The election of board officers was suspended until later in the meeting to accommodate the late arrival of Trustee Looft.

ADDITIONS TO AGENDA

Suggestion by Trustee Hackney to be discussed during new business.

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

Trustee Matthews asked to remove the Meeting Minutes from the May 3, 2017 Board Nominating Committee meeting from the consent agenda for further discussion. A motion was made by Trustee Matthews and seconded by Trustee Roalkvam to approve the remaining Consent Agenda items.

On the voice vote was:

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

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NAYES: 0
ABSTAIN: 0
ABSENT: 1: Looft

There being 5 affirmative votes, the motion passed.

Amended Minutes of the May 3, 2017 Board Nominating Committee Meeting

Trustee Matthews confirmed that he was present during this meeting. Additional wording was added to the meeting minutes to reflect that Trustee Matthews was present as a guest. Trustee Battinus made a motion to approve the amended Minutes of the May 3, 2017 Board Nominating Committee Meeting. Trustee Roalkvam seconded the motion.

On the voice vote was:

AYES: 5: Barnett, Battinus, Hackney, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 1: Looft

There being 5 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 Executive Director Shepard.

Trustee Looft joined the meeting in progress at 7:23 p.m.

OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES

Susan Beal, Notary, administered the Oath of Office to the newly elected trustee: W. Gene Looft.

COMMENTS ON STAFF REPORTS

The Board continued the review of a variety of staff reports. Discussion was held and questions were answered by Executive Director Shepard.

PUBLIC COMMENTS

Claudia Fonseca addressed the Board and commented positively on the library's social media presence during the grand opening.

UNFINISHED BUSINESS

355 Construction Update/Wrap-up:

Executive Director Shepard updated the Board on the current status of the 355 Schoenbeck Road construction project. Discussion was held and questions were answered.

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NEW BUSINESS

ALA Conference Approval for Trustees Louise Barnett, Henry Hackney, Jr., Bruce Matthews and Don Roalkvam

Trustee Roalkvam made a motion to approve the travel expenses for Trustees Louise Barnett, Henry Hackney, Jr., Bruce Matthews and Don Roalkvam to attend the ALA Conference in Chicago. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 6: Barnett, Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 6 affirmative votes, the motion passed.

Trustee Vacancy Interview Process

Executive Director Shepard explained the upcoming interview process for the Trustee vacancy. Discussion was held and questions were answered.

Staff Recognition for Library Move

Executive Director Shepard presented a motion to offer one-time staff recognition awards to staff for work performed during the move back to 355 Schoenbeck.

Trustee Matthews made a motion to approve the one-time staff recognition awards. Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 6: Barnett, Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 6 affirmative votes, the motion passed.

ELECTION OF BOARD OFFICERS

The Nominating Committee brought forth the following slate of officers:

President: Louise Barnett
Vice President: Mary Battinus
Treasurer: Don Roalkvam
Secretary: Henry Hackney, Jr.

On the roll call vote was:

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

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NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 6 affirmative votes, the motion passed.

Trustee Discussion Regarding Expanding Library Hours

Trustee Hackney opened a discussion regarding expanded library hours. Trustee Hackney put forth a suggestion to evaluate whether the library should remain open longer on days preceding local school districts finals and/or AP exams.

TREASURER'S REPORT

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$7,486,151.96 at the end of April, 2017 in the various accounts. The reports were discussed and questions were answered. Trustee Roalkvam stated the reports would be filed for audit.

TREASURER'S WARRANT #816

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #816 for \$2,411,888.50. Trustee Battinus seconded the motion.

On the roll call vote was:

AYES: 6: Barnett, Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 6 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett was pleased to see that the new STEAM kits and LaunchPad kits are now available to meet member's needs.

EXECUTIVE DIRECTOR'S DISCUSSION

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

CLOSED SESSION

A motion was made by Trustee Matthews to move to closed session pursuant to Illinois Compiled Statute, Chapter 5, ILCS 120/2 c 21: Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Trustee Hackney seconded the motion.

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On the voice vote was:

AYES: 6: Barnett, Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 6 affirmative votes, the motion passed.

Trustees called for a short recess.

The meeting moved to Closed Session at 8:53 p.m.

RETURN TO OPEN SESSION

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

On the voice vote was:

AYES: 6: Barnett, Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 6 affirmative votes, the motion passed.

The Closed Session adjourned at 8:55 p.m. and the Board returned to Regular Session.

ACTION ON EXECUTIVE SESSION ITEMS

Release of the Meeting Minutes from Closed Sessions

A motion was made by Trustee Roalkvam and seconded by Trustee Looft to approve the release of the meeting minutes from the following closed sessions as discussed: 9/2/2015, 9/16/2015 and 10/21/2015.

On the voice vote was:

AYES: 6: Barnett, Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 6 affirmative votes, the motion passed.

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Resolution Authorizing the Destruction of Audio or Video Recordings of Closed Sessions

A motion was made by Trustee Matthews and seconded by Trustee Looft to approve the Resolution Authorizing the Destruction of Audio or Video Recordings of Closed Sessions as discussed including the recordings of the following dates: 9/2/2015, 9/16/2015 and 10/21/2015.

On the voice vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 6 affirmative votes, the motion passed.

ADJOURNMENT

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

On the voice vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 6 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 8:57 p.m.