

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, October 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, Jamie Bulger, 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 and Andrea Donatoni

Guests: Sean Hickey of Lauterbach & Amen and Vicki Baba

**APPROVAL OF REMOTE ATTENDANCE**

Trustee Matthews will be phoning in remotely due to an out of state work commitment. A motion is needed to formally approve the attendance of Trustee Matthews via remote means. A motion was made by Trustee Looft and seconded by Trustee Roalkvam to approve the attendance of Trustee Matthews via electronic means.

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

**ADDITIONS TO THE AGENDA**

A motion was made by President Barnett to move Item 6 of the Agenda to follow Item 12 and to be preceded by a Closed Session. The motion was seconded by Trustee Present.

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

**PUBLIC COMMENTS**

None

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

**NEW BUSINESS**

**Presentation of the 2017-2018 Fiscal Year Financial Reports:**

Sean Hickey of Lauterbach & Amen presented the audited financial reports for the 2017-2018 fiscal year. Discussion was held and questions were answered. After reviewing the 2017-2018 Fiscal Year Reports, Trustee Roalkvam made a motion to accept the 2017-2018 Fiscal Year Audited Financial Reports as presented. Trustee Matthews seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Bulger, Hackney, Looft, Matthews, Present, and Roalkvam  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

**Policy Manual Updates**

Trustee Roalkvam made a motion to approve Policy Manual updates to Policy 4.50 - Fund Balance and Policy 4.60 - Capital Assets as presented. Trustee Looft seconded the motion.

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

**HR Policy Manual Updates**

Trustee Looft made a motion to approve HR Policy Manual updates to Policy 4.9 - Lactation Breaks as presented. Trustee Bulger seconded the motion.

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

**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 CONSENT AGENDA ITEMS**

The Board reviewed and commented on the monthly highlights report. Discussion was held and questions were answered by Executive Director Shepard.

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

**TREASURER'S REPORT**

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$8,053,690.13 at the end of September, 2018 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 #833**

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #833 for \$554,800.27. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Bulger, Hackney, Looft, Matthews, Present, and Roalkvam  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett informed the Board that she was asked to speak to District 214 students on Civic Responsibility Day. Due a prior commitment President Barnett was unable to speak in person, but was able to respond to student's questions via email.

**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 proposed moving the November 28, 2018 Board Meeting and Public Hearing to November 14, 2018 as well as cancelling the November 7, 2018 Board Workshop. The Board agreed to these changes.

**CLOSED SESSION**

A motion was made by Trustee Looft to move to closed session pursuant to ILCS, Chapter 5, 120/2.(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Trustee Roalkvam seconded the motion.

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

The meeting moved to closed session at 8:24 p.m.

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

**RETURN TO OPEN SESSION**

A motion was made by Trustee Hackney and seconded by Trustee Looft 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 8:38 p.m. and the Board returned to open session.

**UNFINISHED BUSINESS**

**Executive Director's Compensation Package:**

Trustee Roalkvam made a motion to approve the Executive Director's Compensation Package as presented. Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Bulger, Hackney, Looft, Matthews, Present, and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

**ADJOURNMENT**

A motion was made by Trustee Roalkvam 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 8:40 p.m.