

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, September 12, 2018 - Youth Activity Room
To begin immediately following the 7:15 pm Public Hearing

CALL TO ORDER

President Barnett called the meeting to order at 7:17 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 Don Roalkvam (*via phone*)

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal and Andrea Donatoni

Guests: None

APPROVAL OF REMOTE ATTENDANCE

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

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 2: Matthews and Roalkvam

ABSENT: 0

There being 5 affirmative votes, the motion passed.

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

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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.

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

Ordinance 215: Combined Annual Budget and Appropriation Ordinance for Library Purpose for the Fiscal Year 2018-2019

A motion was made by Trustee Looft to approve Ordinance 215: Combined Annual Budget and Appropriation Ordinance for Library Purpose for the Fiscal Year 2018-2019 as presented. Trustee Present 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.

FY 2018-2019 Salary Schedule

A motion was made by Trustee Bulger to approve FY 2018-2019 Salary Schedule as presented. 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.

NEW BUSINESS

HR Policy Manual Updates

Trustee Hackney made a motion to approve HR Policy Manual updates to Policies 7.2 - Floating Holiday and 7.3 - Vacation as presented. Trustee Looft seconded the motion.

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

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Signage Discussion

Trustee Hackney initiated a conversation concerning the signage in the library, particularly on the second floor.

TREASURER'S REPORT

Treasurer Present presented the financial reports. The funds were in balance with a total of \$7,821,079.03 at the end of August, 2018 in the various accounts. The reports were discussed and questions were answered. Trustee Present stated the reports would be filed for audit.

TREASURER'S WARRANT #832

After reviewing selected invoices, Trustee Present made a motion to approve Warrant #832 for \$643,909.98. 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 commented favorably on the amount and variety of programs available to members last month.

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 Present 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 Looft seconded the motion.

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

The meeting moved to closed session at 8:07 p.m.

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RETURN TO OPEN SESSION

A motion was made by Trustee Looft and seconded by Trustee Present 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 8:41 p.m. and the Board returned to open session.

ADJOURNMENT

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

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

President Barnett adjourned the meeting at 8:41 p.m.