

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2016**

CALL TO ORDER

Vice President Battinus called the meeting to order at 7:15 p.m. in the library at 70 West Dundee Road, Buffalo Grove, Illinois 60089

ATTENDANCE

On the roll call, the following trustees were present:

Present: Mary Battinus, Henry Hackney Jr., W. Gene Looft, Bruce D. Matthews, and Donald Roalkvam

Absent: Louise Barnett and Mary Christel,

Also present were:

Staff: Director Brian Shepard, Susan Beal, Susan Dennison, and Mike Jackiw

Guests: Tiffany Nash

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

A motion was made by Trustee Looft and seconded by Trustee Hackney to approve the Consent Agenda items.

On the roll call vote was:

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 2- Barnett and Christel

There being five affirmative votes, the motion passed.

PUBLIC COMMENTS

None.

UNFINISHED BUSINESS

355 Construction Update:

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Director Shepard and the library's architect, Tiffany Nash, updated the Board on the current status of the 355 Schoenbeck Road construction project. Discussion was held and questions were answered.

NEW BUSINESS

Installation of card access/security system:

Director Shepard presented a quote from Sonitrol for building security hardware and software. Discussion was held and questions were answered.

Trustee Roalkvam made a motion to approve the purchase of building security and card access system from Sonitrol in an amount not to exceed \$37,750. Trustee Matthews seconded the motion.

On the roll call vote was:

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Barnett and Christel

There being five affirmative votes, the motion passed.

Purchase of new office furniture

Director Shepard presented a proposal for new staff office furniture from Interior Investments. Discussion was held and questions were answered.

Trustee Looft made a motion to approve the purchase of new staff office furniture from Interior Investments for an amount not to exceed \$106,000.00. Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Barnett and Christel

There being five affirmative votes, the motion passed.

Reschedule Regular Board Meeting for October 2016:

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Director Shepard brought to the attention the overlap of the October 19, 2016 Board Meeting with the annual Illinois Library Association conference. Discussion was held and questions were answered.

Trustee Looft made a motion to change the meeting date of the regular Board Meeting from October 19, 2016 to October 26, 2016 with a 7:15 p.m. start time. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Barnett and Christel

There being five affirmative votes, the motion passed.

2017 Board Calendar:

Director Shepard presented the proposed calendar of Board Meeting and Workshop dates for 2017. Discussion was held and questions were answered.

A motion was made by Trustee Matthews to approve the 2017 calendar of Board Meetings and Workshops as amended with a change of the September 20, 2017 meeting moved to September 13, 2017. Trustee Roalkvam seconded the motion.

On the voice vote was:

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Barnett and Christel

There being five affirmative votes, the motion passed.

TREASURER'S REPORT

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$17,276,197.97 at the end of August, 2016 in the various accounts. The reports were discussed and questions were answered. Vice President Battinus stated the reports would be filed for audit.

TREASURER'S WARRANT #808

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #808 for \$1,710,842.60. Trustee Looft seconded the motion.

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On the roll call vote was:

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Barnett and Christel

There being five 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 Director Shepard.

PRESIDENTS DISCUSSION:

Vice President Battinus reminded the trustees:

- To return their Director's evaluation forms before the next workshop.
- Of the Budget Hearing on September 23, 2016 at 5:00 p.m.

DIRECTOR'S DISCUSSION:

Director Shepard recommended the cancellation of the October Board Workshop due to lack of subject matter. The Board concurred.

CLOSED SESSION

A motion was made by Trustee Looft and to move to closed session pursuant to Illinois Compiled Statute, Chapter 5, ILCS Act 120/2 (c) (11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal....

The motion was seconded by Trustee Roalkvam.

On the roll call the vote was:

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Barnett and Christel

There being five affirmative votes, the motion passed.

The meeting moved to Closed Session at 8:32 p.m.

RETURN TO OPEN SESSION:

A motion was made by Trustee Hackney and seconded by Trustee Roalkvam to

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adjourn the Closed Session, and return to Regular Session.

On the roll call the vote was:

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Barnett and Christel

There being five affirmative votes, the motion passed.
The Closed Session adjourned at 8:55 p.m.

The Board returned to Regular Session at 8:55 p.m.

ADJOURNMENT

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

AYES: 5- Battinus, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 2- Barnett and Christel

There being five affirmative votes, the motion passed.

Vice President Battinus adjourned the meeting at 8:56 p.m.