

**INDIAN TRAILS PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING MINUTES
WEDNESDAY, AUGUST 17, 2016**

CALL TO ORDER

President Barnett 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: : Louise Barnett, Mary Christel, Mary Battinus, Henry Hackney Jr., W. Gene Looft, Bruce D. Matthews, and Donald Roalkvam

Absent: None

Also present were:

Staff: Director Brian Shepard, Susan Beal, Jennifer Wonsowicz, and Greg Mueller

Guests: Jay Kasten, Trustee, Vernon Area Public Library District

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 Roalkvam and seconded by Trustee Christel to approve the Consent Agenda items.

On the roll call vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being seven affirmative votes, the motion passed.

PUBLIC COMMENTS

Mr. Jay Kasten, Trustee for Vernon Area Public Library District, introduced himself, and expressed an interest in greater inter-board networking.

UNFINISHED BUSINESS:

Insurance Renewal:

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Director Shepard presented the Library District's liability package for renewal. Discussion was held and questions were answered.

Trustee Looft made a motion to accept the insurance proposal as outlined in the Cook and Kocher presentation in the amount of \$64,294. Trustee Battinus seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

Human Resources Policy Revisions:

Director Shepard presented revisions to the Human Resources policies. Discussion was held and questions were answered.

Trustee Roalkvam made a motion to approve proposed revisions to the Human Resources Policies as presented, effective October 1, 2016. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

355 Construction Update:

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

NEW BUSINESS

Ordinance 200: .02% Building & Sites Levy:

Director Shepard presented Ordinance 200, the annual .02% Building & Sites Levy. Discussion was held and questions were answered.

Trustee Roalkvam made a motion to approve Ordinance 200: .02% Building and Maintenance Tax. Trustee Hackney seconded the motion.

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On the roll call vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

Illinois Public Library Annual Report (IPLAR):

Director Shepard presented the Illinois Public Library Annual Report for Fiscal Year 2016. Discussion was held and questions were answered.

Trustee Looft made a motion to accept the Illinois Public Library Annual Report for Fiscal Year 2016 as presented. Trustee Christel seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

Resolution to move Special Reserve Funds to Corporate Fund:

Director Shepard introduced a resolution to move Special Reserve Funds to the Corporate Fund for the payment of 355 Schoenbeck Road construction project expenses. Discussion was held and questions were answered.

Trustee Looft made a motion to approve that balances held within the Special Reserve Fund be moved to the Corporate Fund for use of payment for the renovation of the library district's main building as needed based on the pay requests submitted specifically for the 355 Schoenbeck Road construction project. Trustee Matthews seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

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Branch Closing Schedule for the December 31, 2016 holiday:

Director Shepard requested the Board approve the closure of the Prospect Heights Branch on December 31, 2016 for the New Year's Eve holiday, as the main library building closes at 1:00 p.m. that day. Discussion was held and questions were answered.

A motion was made by Trustee Matthews to approve the closure of the Prospect Heights Branch on December 31, 2016 for the New Year's Eve holiday. Trustee Roalkvam seconded the motion.

On the voice vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

Matters Brought Forward By Trustees:

- Trustee Hackney asked if the 355 Schoenbeck Road location had been considered for an emergency pick up location for any of the neighboring schools. Director Shepard shared that it is for London Middle School.

- Trustee Barnett asked about the possibility of an auto-renewal feature for patron items if it would be allowed by item type and/or if the item was not held for another patron. Director Shepard said he would have staff look into the library's system abilities for auto-renewals.

TREASURER'S REPORT

Treasurer Roalkvam presented the financial reports. The funds were in balance with a total of \$10,890,220.76 at the end of July, 2016 in the various accounts. The reports were discussed and questions were answered. President Barnett stated the reports would be filed for audit.

TREASURER'S WARRANT #807

After reviewing selected invoices, Trustee Roalkvam made a motion to approve Warrant #807 for \$1,163,364.44. Trustee Looft seconded the motion.

On the roll call vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0

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ABSENT: 0

There being seven affirmative votes, the motion passed.

PRESIDENTS DISCUSSION:

President Barnett encouraged the Trustees to attend the “Taste of the Town”, as the Foundation for the Indian Trails Public Library District is to be the charity being recognized at this year’s event.

DIRECTOR’S DISCUSSION:

Director Shepard shared with the Board that the 2016 Illinois Library Association Conference is the same week as the scheduled October board meeting (October 19, 2016) and suggested the consideration of moving the October board meeting back a week to October 26, 2016.

ADJOURNMENT

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

On the roll call vote was:

AYES: 7: Barnett, Battinus, Christel, Hackney, Looft, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being seven affirmative votes, the motion passed.

President Barnett adjourned the meeting at 8:12 p.m.