

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, August 21, 2019, 7:00 P.M.**

**CALL TO ORDER**

President Barnett called the meeting to order at 7:00 p.m.

**ATTENDANCE**

On the roll call, the following trustees were present:

Present: Louise Barnett, Jamie Bulger, John Chu, Henry Hackney Jr., Bruce Matthews and Donald Roalkvam

Absent: Vicki Baba

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Matt Teske and Robyn Franklin

Guests: W. Gene Looft

Trustee Baba arrived at 7:01 p.m.

**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 Roalkvam and seconded by Trustee Matthews 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.

**PUBLIC COMMENTS**

None

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**UNFINISHED BUSINESS**

**CCS Migration Update**

Matt Teske, Materials Services Manager, gave an update on the progress of the migration to CCS. He reviewed the tasks that staff have been working on in order for the migration to proceed smoothly. He noted that 6 training sessions have taken place for staff at the CCS offices and the majority of staff members have been trained on the new system.

**Policy Review**

Board members reviewed the policy changes that were reviewed at the August 7th board workshop. Changes that were requested by board members at that meeting were updated. A motion was made by Trustee Hackney to accept the policy changes as presented. Trustee Roalkvam seconded the motion.

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

**NEW BUSINESS**

**Liability Insurance Renewal**

Executive Director Shepard discussed that the Library's current Property, Liability, and Workers' Comp insurance policies are up for annual renewal on September 1, 2019. Since we have been with Cook and Kocher for the past 5 years it was time to review the policy and get a quote from another agency. Libraries of Illinois Risk Agency (LIRA) was asked for a quote. Trustees reviewed the information from both agencies and after reviewing each Trustee Matthews made a motion to proceed with Cook and Kocher in the amount of \$35,261.00. Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Bulger, Chu, Hackney, Matthews and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: None

There being 7 affirmative votes, the motion passed.

**Ordinance 218: .02% Building and Maintenance Tax Levy**

Executive Director Shepard presented Ordinance 218: .02% Building and Maintenance Tax Levy to the Board. Discussion was held and questions were answered. Trustee Roalkvam made a motion to approve Ordinance 218: .02% Building and Maintenance Tax Levy for FY 2019-2020 as presented. Trustee Matthews seconded the motion.

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On the roll call vote was:

AYES: 6: Baba, Barnett, Bulger, Hackney, Matthews and Roalkvam

NAYES: 1: Chu

ABSTAIN: 0

ABSENT: None

There being 6 affirmative votes, the motion passed.

**TREASURER'S REPORT**

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$7,149,377.04 at the end of July, 2019 in the various accounts. The reports were discussed and questions were answered.

**TREASURER'S WARRANT #843**

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #843 for \$538,307.86. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Bulger, Chu, Hackney, Matthews and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: None

There being 7 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett noted that she and Trustees Baba and Matthews attended the Village of Buffalo Grove board meeting on Monday evening where Executive Director Shepard was honored for receiving the "Librarian of the Year" award from the Illinois Library Association.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard mentioned that Deputy Director Uden attended the Institute of Museum and Library Services (IMLS) Makerspace Symposium at the University of Wisconsin - Madison. Deputy Director Uden will also be interviewed by PLA Magazine for an article about culture work and she will be speaking about our culture code.

Next week Executive Director Shepard will be interviewed by Dee Brennan, Executive Director of RAILS, for an upcoming podcast. He will be discussing what's happening in our library and the direction of libraries in general. He has also been invited to attend the IMLS discussion titled "Catalyzing the Role of Museums and Libraries within the Chicago Regional Community Development Ecosystem", which will take place in September.

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Staff are in the process of putting together a plan to work with Wheeling Town Center to provide library card applications to their new residents as part of their welcome package. We would also be able to give residents information regarding our programs and services. If this initiative is successful we would consider approaching other apartment complexes within the district.

Executive Director Shepard also noted that the Village of Wheeling announced a TIF surplus and the library will be receiving an additional \$74,000.00 that was not included in the budget.

**ADJOURNMENT**

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

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

President Barnett adjourned the meeting at 8:24 p.m.