

**MINUTES INDIAN TRAILS PUBLIC LIBRARY  
DISTRICT 355 SCHOENBECK ROAD, WHEELING,  
ILLINOIS 60090 MEETING OF THE BOARD OF  
LIBRARY TRUSTEES Wednesday, October 16, 2019, 7:00  
P.M. - Lake Room**

**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: Vicki Baba, Louise Barnett, John Chu (via phone), Henry Hackney Jr., Bruce Matthews and Donald Roalkvam  
Absent: Jamie Bulger

Also present were: Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal and

Robyn Franklin  
Guests: Mike Del Valle -  
Lauterbach & Amen

**APPROVAL OF REMOTE ATTENDANCE** Trustee Chu will be phoning in remotely. A motion is needed to formally approve the attendance of Trustee Chu via remote means. A motion was made by Trustee Matthews and seconded by Trustee Roalkvam to approve the attendance of Trustee Chu via electronic means.

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

**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 Hackney 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.

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**PUBLIC COMMENTS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS FY 2018-2019 Audit Presentation** Mike Del Valle of Lauterbach & Amen presented the audited financial reports for the 2018-2019 fiscal year. Discussion was held and questions were answered. After reviewing the 2018-2019 Fiscal Year Reports, Trustee Matthews made a motion to accept the 2018-2019 Fiscal Year Audited Financial Reports as presented. Trustee Hackney seconded the motion.

On the roll call vote was: AYES: 6: Baba, Barnett, Chu, Hackney, Matthews, and Roalkvam NAYES: 0 ABSTAIN: 0 ABSENT: Bulger

There being 6 affirmative votes, the motion passed.

**FY 2020 Per Capita Grant Requirements Review** Executive Director Shepard discussed requirements necessary to apply for the FY 2020 Illinois Public Library Per Capita Grant. He

noted that the Board of Trustees is typically asked to review a chapter from *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. For the FY20 per capita grant Trustees were asked to not only review “Chapter 3 - Personnel” but also to review the chapters 11-Appendices of the *Trustee Facts on File: Third Edition*. Executive Director Shepard noted that the library receives approximately \$80,000 per year from the State of Illinois for this grant.

**TREASURER’S REPORT** Trustee Matthews presented the financial reports. The funds were in balance with a total of \$8,622,679.39 at the end of September, 2019 in the various accounts. The reports were discussed and questions were answered.

**TREASURER’S WARRANT #845** After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #845 for \$531,341.45. Trustee Hackney seconded the motion.

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On the roll call vote was: AYES: 6: Baba, Barnett, Chu, Hackney, Matthews and Roalkvam NAYES: 0 ABSTAIN: 0 ABSENT: Bulger

There being 6 affirmative votes, the motion passed.

**PRESIDENT’S DISCUSSION** President Barnett noted that October 20-26 is National Friends of Libraries week. She also noted that the Friends after hours donor event that was held on October 5th was a great success.

**EXECUTIVE DIRECTOR’S DISCUSSION** Executive Director Shepard discussed the upcoming program Our Neighborhoods, Our Stories that is having an opening gala on Tuesday, November 5th at 7:00pm. He also discussed that Cook County has denied our request

to add an entrance sign for the library on Schoenbeck. He will be attending the Illinois Library Association annual meeting next week where he will be receiving the award for Illinois Librarian of the Year, as well as presenting at several sessions. Also, our migration to the CCS consortium will begin this week and will be completed on Tuesday, October 22nd. Executive Director Shepard also brought up the possible expansion of the branch location. He will have additional information at the upcoming board workshop.

**CLOSED SESSION** A motion was made by Trustee Hackney 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 Baba seconded the motion.

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

The meeting moved to closed session at 8:10 p.m.

**RETURN TO OPEN SESSION** A motion was made by Trustee Hackney and seconded by Trustee Matthews 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 8:25 p.m. and the Board returned to open session.

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**ADJOURNMENT** A motion was made by Trustee Roalkvam and seconded by Trustee

Matthews to adjourn the meeting.

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

President Barnett adjourned the meeting at 8:25  
p.m.