

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, November 20, 2019
Immediately following 7:00 P.M. Public Hearing - Lake Room

CALL TO ORDER

President Barnett called the meeting to order at 7:01 p.m.

ATTENDANCE

On the roll call, the following trustees were present:

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

Absent: Vicki Baba, Jamie Bulger

Also present were:

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

Guests: None

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.

Trustee Baba arrived at 7:07 P.M.

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

Ordinance #220 - Levy and Appropriation for Fiscal Year 2019-2020

Trustee Matthews made a motion to approve Ordinance # 220: Ordinance of Indian Trails Public Library District, Cook & Lake Counties, Illinois Levying Taxes for the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Chu, Hackney, Matthews, and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

FY2020 Per Capita Grant Application

The annual Per Capita Grant Application was reviewed at the October Board Meeting. Discussion was held and questions were answered at that time. Trustee Matthews made a motion to approve the FY2020 Per Capita Grant Application. Trustee Roalkvam seconded the motion.

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

Branch Location Update

Trustees reviewed Executive Director Shepard's memo. Executive Director Shepard stated that staff will begin to conduct a detailed analysis of the branch after the first of the year. A report will be brought to the board by the end of the fiscal year.

NEW BUSINESS

2020 PLA Conference Travel Approval

Trustee Roalkvam made a motion to approve the travel expenses for the Board of Trustees to attend the 2020 PLA Conference February 25-29 in Nashville, TN 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: 1: Bulger

There being 6 affirmative votes, the motion passed.

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TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$8,084,449.55 at the end of October, 2019 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #846

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #846 for \$558,006.13. 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: 1: Bulger

There being 6 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett mentioned that she would be attending Staff Institute Day on Friday, November 22nd. She will be thanking staff for their hard work this year. President Barnett also noted that Trustee Baba will be serving as a liason to the Foundation.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard noted that the December 4th board workshop has been cancelled. He also mentioned that he will be taking time off at the end of December. Executive Director Shepard discussed that since the CCS migration our daily circulation has increased 19% per day over the 2018 circulation numbers.

The meeting moved to closed session at 8:02 p.m.

CLOSED SESSION

A motion was made by Trustee Hackney and seconded by Trustee Roalkvam to move to closed session pursuant to ILCS, Chapter 5, 120/2.(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

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NAYES: 0
ABSTAIN: 0
ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

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 8:05 p.m. and the Board returned to open session.

ACTION ON CLOSED SESSION ITEMS

Release of the Meeting Minutes from Closed Sessions

A motion was made by Trustee Matthews and seconded by Trustee Roalkvam to approve the release of the meeting minutes from the following closed sessions as discussed: 11/15/17, 12/6/17 and 5/16/18.

On the roll call vote was:

AYES: 6: Baba, Barnett, Chu, Hackney, Matthews and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

Resolution Authorizing the Destruction of Audio or Video Recordings of Closed Sessions

A motion was made by Trustee Matthews and seconded by Trustee Roalkvam to approve the Resolution Authorizing the Destruction of Audio or Video Recordings of Closed Sessions as discussed including the recordings of the following dates: 11/15/17, 12/6/17 and 5/16/18.

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NAYES: 0

ABSTAIN: 0

ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

ADJOURNMENT

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

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

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