

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, February 19, 2020 - 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: Louise Barnett, Vicki Baba, Jamie Bulger, John Chu, Bruce Matthews and Donald Roalkvam

Absent: Henry Hackney Jr.

Also present were:

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

Guests: W. Gene Looft

ADDITIONS TO THE AGENDA

Trustee Baba will report on the Library Foundation meeting that she attended on February 12th. This will be added before the President's Discussion.

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 Chu 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

Fire Radio Booster System

Trustee Matthews made a motion to approve the proposal from Xtivity Solutions for the installation of a distributed antenna system in the amount of \$57,771. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

There being 6 affirmative votes, the motion passed.

Trustee Matthews made a motion to release check number 56244 to Xtivity Solutions, LLC in the amount of \$14,442.75 for the deposit of the approved proposal. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

There being 6 affirmative votes, the motion passed.

Changes to the FY 2019-2020 Budget

Trustee Matthews made a motion to accept, by roll call, vote Ordinance 221 “An Ordinance Amending the Annual Budget and Appropriations Ordinance for the Fiscal Year 2019-2020”, as well as decreasing account code 6994 from \$100,088 to \$60,088 and increasing account code 6603 from \$50,825 to \$90,825. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

There being 6 affirmative votes, the motion passed.

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NEW BUSINESS

Policy Development and Review Schedule - 2020

Executive Director Shepard noted that it has been 5 years since the last full policy review. He has broken down the policies to review every quarter so that they will all have been reviewed by the end of the year. Governance policies will be reviewed at the March 4th workshop. Half of the Operations and Facilities policies will be reviewed at the August 5th workshop and the other half at the October 7th workshop. Services and Collections policies will be reviewed at the December 2nd workshop.

FY 2020-2021 Budget Calendar

Executive Director Shepard shared a calendar for next year's budget creation. At the March 4th workshop budget assumptions will be discussed. Tentative budget approval is expected at the June 17th board meeting and final budget approval will take place at the September 16th Budget Hearing.

TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$6,878,783.61 at the end of January, 2020 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #849

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #849 for \$585,764.32. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

There being 6 affirmative votes, the motion passed.

LIBRARY FOUNDATION REPORT

Trustee Baba attended the Foundation meeting on February 11th. She reported that Deputy Director Uden gave a presentation on the Census. Trustee Baba mentioned that Foundation fundraisers were discussed. She also noted that Trustees and Foundation members were asked to solicit prizes for the events.

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PRESIDENT'S DISCUSSION

President Barnett noted that she will be out of town in March and will not be in attendance at the March 4th board workshop or the March 18th board meeting. Vice President Hackney will preside over both meetings.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard discussed some upcoming special needs programming in the Youth Services department. Beginning in June the Super Saturday programs will add an earlier "adaptive" showing. These additional shows will be added for all Super Saturday programs going forward. Additional special needs initiatives include sensory bins in Youth Services, adding information about our special needs programs on our website and, beginning in FY 2020-2021, we will be adding sensory storytimes.

Executive Director Shepard discussed an email he shared with Trustees regarding the possible proposal to create a TIF district that encompasses much of the Lake Cook Corridor and is bounded on the west by Arlington Heights Road, on the south by Lake Cook Road, on the east by McHenry Road (IL Route 83) and on the north by Checker Drive. The village is still in the early stages of the process but there are some things for the library to consider. First, virtually all of the proposed TIF are within our district boundaries so we will see an impact with development. The development of the TIF will give us an opportunity for discussion of establishing a more permanent presence within Buffalo Grove.

Finally, Executive Director Shepard noted that he has been asked to be the keynote speaker for the LACONI (Library Administrators Conference of Northern Illinois) annual trustees brunch on Saturday, May 2nd in Oak Park.

ADJOURNMENT

A motion was made by Trustee Matthews 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 8:17 p.m.