

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, March 25, 2020 - 5:00 P.M. - Via Remote

The meeting of the Board of Library Trustees was held without a quorum of Library Trustees physically present. The Library Trustees conducted the Board meeting with Library Trustees attending remotely via electronic means. This method of conducting the Board meeting is authorized by Executive Order of the Governor (Covid-19 Executive Order No. 5, March 16, 2020).

CALL TO ORDER

President Barnett called the meeting to order at 5:00 p.m.

ATTENDANCE

On the roll call, the following trustees were present:

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

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Jennifer Wonsowicz 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 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

None

NEW BUSINESS

Pandemic Response Plan Procedures

The Pandemic Response Plan Procedures document was discussed. Executive Director Shepard shared that staff are working on making some remote services available for members since the library will be closed until at least April 7.

Paid Sick Leave

Executive Director Shepard discussed the draft Paid Sick Leave Policy that was presented in the board packet. He noted that the recently passed Families First Coronavirus Response Act (FFCRA) supersedes this policy. Trustees agreed to table the discussion of the Paid Sick Leave Policy for future consideration.

FY 2020-2021 Budget Planning

Executive Director Shepard discussed that with the current situation we don't know what the implications will be to the long term budget. The Board will need to pass an initial draft budget at the June 17 Board meeting.

TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$6,900,723.68 at the end of February, 2020 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #850

After reviewing selected invoices, Trustee Matthews made a motion to reaffirm the release of Warrant #850 for \$758,768.07. 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: 0:

There being 7 affirmative votes, the motion passed.

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PRESIDENT'S DISCUSSION

President Barnett thanked library staff for all of their efforts during this difficult period. She also mentioned that she was happy to see some online programming available for members.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard noted that the American Library Association's annual conference that was scheduled for June in Chicago has been cancelled. Other cancelled events include Reaching Forward, National Library Legislative Day and the Laconi Trustee banquet. The Board workshop that was scheduled for April 1 has also been cancelled.

Library staff have been working on a variety of services, including virtual meet-ups and passive reading programs and logs. Adult Services staff will soon be able to answer questions via instant message on the website during the library's traditional open hours. Staff have been putting together resources for businesses and remote library card registration so that members can have access to digital materials. Also, Ancestry.com has been added to our list of databases that members are able to access from home.

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 5:52 p.m.