

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, May 20, 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: Vicki Baba (joined meeting at 5:03 p.m.), Louise Barnett, Jamie Bulger, Henry Hackney, Jr. (joined meeting at 5:02 p.m.), Bruce Matthews and Donald Roalkvam

Absent: John Chu

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Mike Jackiw, 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 Matthews and seconded by Trustee Roalkvam 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 various reports. Discussion was held and questions were answered by Executive Director Shepard.

PUBLIC COMMENTS

None

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UNFINISHED BUSINESS

Preliminary FY 2020-21 Budget Review

Executive Director Shepard reviewed the preliminary FY 2020-2021 budget and answered questions from Trustees. He noted that the first draft budget is usually passed in June of each year. The budget for FY 2020-2021 assumes that we will be doing programs and events and buying materials that will be checked out, even though there are still many unknowns as to when and how some services will resume. Executive Director Shepard mentioned that the library is currently in a strong financial position. Some additions added to the budget include the cost of staff medical insurance increasing, updating the IT network infrastructure hardware and updating the Facilities area. Adding a Tween area to Youth Services is also being considered.

NEW BUSINESS

Virtual Programs and Services Update

Deputy Director Uden discussed the tentative schedule for bringing staff back to the library. On May 26 Phase 1 will begin with some staff returning. Phase 2 will include allowing members to pick up hold materials at the drive up window. This will begin on June 8. Deputy Director Uden also discussed the ways in which staff will be protected while in the building. In addition, she discussed some of the new virtual programs and services that are being offered. These include musical programs, Super Saturday, ESL 1-1 tutoring, online reading clubs and SCORE business mentoring.

Mobile App Update

Mike Jackiw, IT Manager, reviewed the Mobile App Taskforce's findings. The decision was made to go with the Capira app for several reasons, including: multi language support, voice over integration for the visually impaired, iCal integration to add events and programs to the local device calendar, mobile library card sign up, and event notification service. It is expected that the app can be up and running in 2-3 months.

Expanded FMLA Leave and Emergency Paid Sick Leave (Section 7.15)

Jennifer Wonsowicz, HR Manager, reviewed the proposed policy and answered questions. Trustee Matthews made a motion to approve Expanded FMLA Leave and Emergency Paid Sick Leave (Section 7.15) effective April 1, 2020 through December 31, 2020. Trustee Baba seconded the motion.

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

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TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$7,920,754.46 at the end of April, 2020 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #852

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #852 for \$1,109,683.75. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Chu

There being 6 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett discussed that we need to let the community know what goes on behind the scenes at the library. The library is bigger than just the building and we are still here to serve.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard noted that there will be a virtual All Staff meeting tomorrow. He also mentioned that the HVAC in the computer room has stopped working and needs to be replaced. In addition, a bearing in the compressor in the arctic chill has broken and the compressor will also need to be replaced.

ADJOURNMENT

A motion was made by Trustee Baba 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 6:36 p.m.