

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, June 17, 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, Louise Barnett, Jamie Bulger, John Chu (joined meeting at 5:07 p.m.), 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 to approve the Consent Agenda items. Trustee Baba 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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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

UNFINISHED BUSINESS

Ordinance 224: Tentative FY 2020-2021 Budget and Appropriation

Executive Director Shepard noted that the tentative budget has not changed since it was presented and discussed with the Board at the May 20th board meeting. Trustee Matthews made a motion to approve the working Budget and Appropriations Ordinance 224. 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.

NEW BUSINESS

Virtual Programs and Services Update

Executive Director Shepard discussed that the library has opened up for drive-up service as of June 1st. He and Deputy Director Uden explained the six different working groups that staff have been involved in to coordinate the various aspects of reopening to the public. Deputy Director Uden noted that we are planning on reopening the building to the public on July 6th as "Phase 3A". This would allow members to browse & check-out materials with a 50 person occupancy limit for members. There will be no seating available and social distancing and face coverings will be required. Virtual services will continue to be offered.

Ordinance 222: Authorizing Public Library District Non-Resident Cards

A motion was made by Trustee Roalkvam to approve Ordinance 222: Authorizing Public Library District Non-Resident Cards as presented. Trustee Chu 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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HR Policies: Vacation (Section 7.3) and Sick Leave (Section 7.4)

Jennifer Wonsowicz, HR Manager, discussed updates to the Vacation and Sick Leave policies. These changes include the expansion of the definition of “family member” to add the following: domestic partner, stepchild, sibling, mother-in-law, father-in-law, grandchild, grandparent or stepparent. The sick leave policy would allow the addition of a sick time allocation schedule for part-time employees who work 13-20 hours per week and for part-time employees who work under 12 hours a week. Trustee Roalkvam made a motion to approve the suggested changes to Vacation (Section 7.3) and Sick Leave (Section 7.4) as described in the memo and highlighted in the policies effective October 1, 2020. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Bulger, Hackney and Roalkvam
NAYES: 1: Matthews
ABSTAIN: 1: Chu
ABSENT: 0

There being 5 affirmative votes, the motion passed.

Release of the Meeting Minutes from Closed Sessions

A motion was made by Trustee Chu and seconded by Trustee Matthews to approve the release of the meeting minutes from the following closed sessions as discussed: 6/20/18, 8/1/18, 8/15/18, 9/5/18, 9/12/18, 10/3/18, 10/17/18 and 11/14/18.

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.

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

A motion was made by Trustee Chu 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: 6/20/18, 8/1/18, 8/15/18, 9/5/18, 9/12/18, 10/3/18, 10/17/18 and 11/14/18.

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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TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$7,041,526.24 at the end of May, 2020 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #853

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #853 for \$496,409.97. Trustee Hackney 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.

PRESIDENT'S DISCUSSION

President Barnett discussed a request from ALA that asked library staff and trustees to share library import stories with their senators and legislators and ask that libraries be included in potential relief packages. President Barnett also discussed that she hopes we will be able to hold the Longest Table program sometime next year. Trustee Baba noted that the Longest Table has been cancelled for this year but the Foundation is working on revamping the program for the following year.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard that the Illinois budget has increased the per capita grant request by 18% not for next year, but for the following year. Executive Director Shepard also discussed the completion of several facilities projects.

ADJOURNMENT

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

President Barnett adjourned the meeting at 6:19 p.m.