

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, August 19, 2020 - 7:00 P.M. - Via Remote

The meeting of the Board of Library Trustees will be held without a quorum of Library Trustees physically present. The Library Trustees will conduct the Board meeting with Library Trustees attending remotely via electronic means in accordance with Public Act 101-640. Members of the public are invited to attend by going to www.indiantrailslibrary.org/BoardMeeting or by contacting Robyn Franklin at 847-279-2242 at least 1 hour in advance of the meeting.

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: Vicki Baba, Louise Barnett, Jamie Bulger, John Chu (not able to be heard due to a technical issue), 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 Bulger seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

Trustee Chu was present but unable to vote due to a technical issue.

There being 6 affirmative votes, the motion passed.

COMMENTS ON CONSENT AGENDA ITEMS

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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

FY 2020-2021 Budget Updates

Executive Director Shepard discussed some nominal proposed changes to the budget that will be presented at the September 16, 2020 board meeting. Highlighted in his memo to the Board is also the recommendation to not use a merit based salary increase system this year, but instead implement a cost of living increase for all employees. This is due to the highly unusual circumstances of this year and the difficulty of ranking performance in this situation. The hope is to return to a merit based system in the future.

Policy Updates

Trustees reviewed the policy changes that were updated at the August 5th board workshop. Changes that were requested by board members at that meeting were updated. A motion was made by Trustee Hackney to accept the policy changes as presented. 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

Deputy Director Uden discussed the Summer Library Adventure program that was held remotely during the month of July. She mentioned that there were 53 Adult completions, 19 High School completions and 191 Youth completions. She noted that due to the nature of the current COVID-19 circumstances, we cannot really compare these statistics with previous summers. We did learn a lot about what to potentially include in a future program post-pandemic and feedback to this summer's program was positive and rewarding. Deputy Director Uden also noted that 400 DIY2GO bags were distributed to members.

Liability Insurance Renewal

Executive Director Shepard discussed that the Library's Property, Liability, and Workers' Compensation insurance policies are renewed annually on September 1. The coverage, limits

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and retention (deductibles) stayed the same this year. The cost of the total package increased by 4% from \$35,276 to \$36,715. Trustee Roalkvam made a motion to approve the annual Liability and Workers' Compensation renewal package as presented with a total cost of \$36,715. Trustee Bulger 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.

Ordinance #223, .02% Building and Maintenance Tax

Executive Director Shepard presented Ordinance #223: .02% Building and Maintenance Tax Levy to the Board. Discussion was held and questions were answered. Trustee Matthews made a motion to approve Ordinance #223: .02% Building and Maintenance Tax Levy for FY 2020-2021 as presented. 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.

TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$7,793,317.69 at the end of July, 2020 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #855

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #855 for \$762,293.15. 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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FOUNDATION UPDATE

Executive Director Shepard noted that the Foundation organized a fundraising event at Rise n Dine Pancake Cafe in Wheeling. The Foundation will also be holding a pop-up book sale later in August. In addition, the Foundation voted to support the Story Walk project at Green Lake Park in Buffalo Grove in the amount of \$12,500. This will be discussed in greater detail at the September Board meeting.

PRESIDENT'S DISCUSSION

President Barnett congratulated staff for receiving an IMLS grant to study the impact of makerspaces with the University of Illinois in the amount of \$100,000.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard discussed that Trustees and staff should use their Indian Trails Public Library District email address whenever they are conducting library business due to possible FOIA issues. He also mentioned that he will be considering purchasing an additional cell phone for himself and other staff members to use exclusively for library business. On a sad note, Executive Director Shepard brought to the attention of the Board the passing of a library staff member due to an extended illness.

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 8:34 p.m.