

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**TRUSTEE WORKSHOP**  
**Wednesday, October 7, 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](http://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, John Chu, Henry Hackney, Jr., Bruce Matthews and Donald Roalkvam

Absent: Jamie Bulger

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Michele Fenton, Jenn Hovanec, Christina Stoll and Robyn Franklin

Guests: None

**ADDITIONS TO THE AGENDA**

Books by mail for homebound members will be discussed.

**PUBLIC COMMENTS**

None

**STRATEGIC PLAN ACTIVITY PLAN 2019-2020 - SEPTEMBER 2020 UPDATE**

Executive Director Shepard noted that during the first half of the fiscal year good progress was made on the goals that were set for the year. However, progress was halted due to Covid-19 during the second half of the fiscal year. He stated that we will return to some of the items on the list and other items will be removed. Executive Director Shepard will be revising our strategic planning activity goals and will be presenting them to the Board in the next month or two.

**VIRTUAL PROGRAMMING UPDATE**

Michele Fenton (Youth Services Manager), Jenn Hovanec (Digital and Maker Services Manager) and Christina Stoll (Adult Services Manager) discussed how to continue to provide programs and services to members. Christina Stoll discussed that members still want book discussions, civic discussions, music and entertainment programs and family craft programs in English and Spanish. High School visits will be continuing virtually, as well as ESL programs. Jenn Hovanec discussed how members are still connecting with each other virtually in Stitch Together meetups. She also mentioned offering a maker box subscription service beginning in January

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2021. DIY2GO projects have also been very popular with people of all ages. In addition, she mentioned wanting to strengthen the virtual Launch Pad to mirror the experience of being in the physical space. Michele Fenton discussed virtual crafting programs, storytimes, Super Saturday programs, virtual bookshelves and passive online programs (such as 1000 Books Before Kindergarten). She also discussed adding Zoom to Bed storytimes, Zoom book clubs, escape rooms, STEAM programs and tournaments. In addition, she mentioned implementing a virtual Middle Ground. It was also discussed that the Communications department notes that members are getting information about programs and services in more ways than before. This includes more videos. They will be creating a document that outlines overall marketing objectives and strategies.

**BOOKS BY MAIL FOR HOMEBOUND MEMBERS**

Christina Stoll discussed the creation of a books by mail program for homebound members. The Adult Services department has targeted about 20 members that have no way to get their materials from the library. The first phase of this program will be for members to be sent their materials periodically in reusable packages free of charge with a return mailing label. In the future the department will work with nursing homes residential and retirement homes to consider expanding the program.

**EXECUTIVE DIRECTOR REVIEW DISCUSSION**

The board shared feedback for the Executive Director's work over the past fiscal year.

**ADJOURNMENT**

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

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 8:06 p.m.