

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**TRUSTEE WORKSHOP**  
**Wednesday, November 4, 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, 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 and Robyn Franklin

Guests: None

**ADDITIONS TO THE AGENDA**

Revised services plan with tier mitigation will be discussed after the Policy Review.

**PUBLIC COMMENTS**

None

**2020 LEVY DISCUSSION**

Executive Director Shepard discussed the information that was requested by Trustees comparing tax levy amounts of past years. He also discussed possible implications of the election on the library's revenue sources over the coming year. Discussion was held and questions were answered. The levy will be brought to the Trustees for approval at the November 18, 2020 meeting.

**BRANCH LOCATION PLANNING**

Executive Director Shepard spoke of his discussion with the Village of Buffalo Grove about the prospect of building a branch location within the boundaries of Buffalo Grove. Earlier this year, the Village of Buffalo Grove created a Tax Increment Financing (TIF) District which runs along the Lake-Cook Road corridor between Arlington Heights Road and Route 83. Since the TIF district is within the ITPLD service boundary opportunities that may exist for a library space. Based on the current understanding of the project timelines it seems that this would be a good time for the district to go through a feasibility exercise to determine if a space is viable. Executive Director Shepard has been in discussions with both our architectural firm and our

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municipal financial advisor to do work on studies for potential space design and potential financial implications. Executive Director Shepard noted that we are looking to spend an amount not to exceed \$10,000 for these professional services. He is looking to bring preliminary information to the Board for review in late spring or early summer.

**POLICY REVIEW**

Executive Director Shepard discussed changes and updates to various Operations and Facilities policies, as well as Interlibrary Loan, Collection Development and Library Use and Loan Period policies. He noted that the majority of the changes are minor. Discussion was held and questions were answered.

**REVISED SERVICES PLAN MITIGATION**

Deputy Director Uden discussed changes to services mitigations. Since the Governor's Tier 2 restrictions have taken "no in person retail/curbside services" out and moved the restriction to Tier 3, we have done the same.

**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 8:09 p.m.