

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, October 21, 2020 - 7:00 pm - 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 (joined the meeting at 7:05 p.m.)

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Jeremy Peterson and Robyn Franklin

Guests: Brad Porter - Lauterbach & Amen, LLP

**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 Hackney to approve the Consent Agenda items. Trustee Matthews seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Roalkvam

There being 6 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.

Trustee Roalkvam joined the meeting at 7:05 p.m.

**PUBLIC COMMENTS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**FY 2019-2020 Audit Presentation**

Brad Porter of Lauterbach & Amen presented the audited financial reports for the 2019-2020 fiscal year. Discussion was held and questions were answered. After reviewing the 2019-2020 Fiscal Year Reports, Trustee Matthews made a motion to accept the 2019-2020 Fiscal Year Audited Financial Reports 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.

**Preliminary 2020 Levy Discussion**

Executive Director Shepard discussed that the levy hearing will be held at 7:00 p.m. on November 18, 2020. The levy must be enacted by the first Tuesday in December. He noted that the Library District receives approximately 95% of its operating revenue from local property taxes. The rest of the revenue is made up of Personal Property Replacement Taxes (PPRT), TIF funds, grants, charges for services, interest, and miscellaneous receipts such as proctoring tests. A discussion of the levy will be held at the November 4, 2020 Board workshop.

**ITPLD Facilities Projects**

Executive Director Shepard discussed the upcoming facilities projects. Library windows were not replaced during the 2016-2017 library renovation. Windows with failing seals will be replaced beginning next week. The estimated time frame is 3 days and will not affect library services. An additional project is to update the Facilities & Safety Department workspace. This space was also not included in the 2016-2017 renovation. The project will include adding a hand sink, replacing the flooring, installing a washing machine and dryer, revamping the cabinetry and storage, and adding an office to the back of the workspace.

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**Virtual Programs and Services Update**

Deputy Director Uden discussed that the Branch has reopened on October 5th. The hours of operation are Mondays and Fridays 1:00-4:00 pm and 5:00-8:00 pm. She also discussed how staff have continued to learn and excel in hosting and producing virtual programs, as well as discovering the benefits of providing virtual services instead of in-person. Deputy Director Uden also discussed that computer usage has remained steady and we have noticed an increase in the number of pages printed by individuals. We will be adjusting our procedures to reinstate printing charges effective November 2nd.

**Cook County Intergovernmental Agreement for Covid Funding**

Trustee Chu made a motion to approve Resolution 2020-1021, a resolution authorizing an intergovernmental and subrecipient agreement between the county of Cook, Illinois and the Indian Trails Public Library for Coronavirus relief funds pursuant to the Cares Act. 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.

**Executive Director Compensation**

President Barnett made a motion to approve the Executive Director's compensation package as presented. 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.

**TREASURER'S REPORT**

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$9,213,982.96 at the end of September, 2020 in the various accounts. The reports were discussed and questions were answered.

**TREASURER'S WARRANT #857**

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #857 for \$573,824.44. Trustee Hackney seconded the motion.

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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 thanked the other Trustees for participating in the review process for Executive Director Shepard.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard noted that early voting has begun at the library. Staff have been busy answering questions and directing voters to the appropriate entrances.

**ADJOURNMENT**

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

President Barnett adjourned the meeting at 8:18 p.m.