

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, February 17, 2021
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, Henry Hackney, Jr., Bruce Matthews and Donald Roalkvam

Absent: None

Also present were:

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

Guests: Scott Harrod (member of the public)

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 Matthews to approve the Consent Agenda items. 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.

COMMENTS ON CONSENT AGENDA ITEMS

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, February 17, 2021
7:00 p.m. - Via Remote

The Board reviewed and commented on the various reports. Discussion was held and questions were answered.

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

Cisco Equipment Purchase

Deputy Director Uden reviewed the project that was discussed at the board workshop. She noted that pricing was received from two vendors. The recommendation is that the contract is awarded to Sentinel Technologies for the purchase of the new Cisco equipment. Trustee Hackney made a motion to approve the purchase of network switches from Sentinel Technologies for the quoted price of \$80,853.00. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Bulger, Barnett, Chu, Hackney, Matthews and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

Facilities Office Renovation

Jeremy Peterson, Facilities and Safety Manager, discussed that the cost of the renovation was budgeted for \$124,000. The lowest responsible bid came back at \$117,570 for the total renovation cost. The total furniture and appliances cost will be approximately \$15,000.

Trustee Matthews made a motion to approve the award of the construction contract to Knutson Construction Corporation along with alternate #1 (the addition of an additional storage closed within the existing entry vestibule) in the amount of \$79,925. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Bulger, Barnett, Chu, Hackney, Matthews and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

Trustee Matthews made a motion to approve a construction contingency for Executive Director Shepard in the amount of \$10,400 to be used in the event of unforeseen conditions during construction.

On the roll call vote was:

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, February 17, 2021
7:00 p.m. - Via Remote

AYES: 7: Baba, Bulger, Barnett, Chu, Hackney, Matthews and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0
There being 7 affirmative votes, the motion passed.

Virtual Programs and Services Update

Deputy Director Uden discussed that the following services resumed on February 1st: in-person browsing and check-out of materials; copying, printing and fax services; limited computer use. The Branch has also opened for limited services. Deputy Director Uden discussed that COVID-19 testing has been offered to staff at no cost at the library through an outside organization. It was also noted that the new library app is not available for both Apple and Android devices.

NEW BUSINESS

Per Capita Grant Application

The annual Per Capita Grant Application was reviewed at the February Board workshop. Discussion was held and questions were answered at that time. Trustee Roalkvam made a motion to approve the FY2021 Per Capita Grant Application. Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Bulger, Barnett, 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 \$8,141,204.11 at the end of January, 2021 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #861

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #861 for \$734,449.95. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Bulger, Barnett, Chu, Hackney, Matthews and Roalkvam
NAYES: 0
ABSTAIN: 0
ABSENT: 0
There being 7 affirmative votes, the motion passed.

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, February 17, 2021
7:00 p.m. - Via Remote

PRESIDENT’S DISCUSSION

President Barnett attended the virtual Legislative Meet-Up on February 15th. Afterwards she spoke to State Representative Dan Didech to thank him and he said that he was interested in touring our library. He also discussed his interest in hearing what library patrons are looking for as far as services to the community. President Barnett mentioned that ILA will be holding Trustee workshops in the spring that Trustees should consider attending.

EXECUTIVE DIRECTOR’S DISCUSSION

Executive Director Shepard discussed the virtual Legislative Meet-Up and the ways in which the library is supported by local leaders. He mentioned that he has been in contact with Representative Didech on a bill to allow public library districts to set their own fiscal year instead of making it mandatory for them to have a July to June fiscal year, which would help with timeline for budget and levy passing. He also noted that he was interviewed for the updated *Planning for Results*, the main book that is used for the Public Library Association. Executive Director Shepard was interviewed several times to discuss various topics that are included in the book. He has seen the draft and expects that it will be released later this year. Executive Director Shepard also discussed the work of the EDI committee and that the committee co-chairs will be coming to an upcoming meeting to present their efforts.

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 8:07 p.m.