

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, July 21, 2021**  
**7:00 p.m. - Lake Room**

**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, Henry Hackney, Jr., Bruce Matthews, Donald Roalkvam  
and Andrew Sitshela

Absent: John Chu

Also present were:

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

Guests: Gene Looft

**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 Sitshela seconded the motion.

On the voice vote all were in favor and the motion passed.

**COMMENTS ON CONSENT AGENDA ITEMS**

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

**PUBLIC COMMENTS**

None

**UNFINISHED BUSINESS**

**Strategic Plan Activities Review**

Executive Director Shepard reviewed the library wide activities that were undertaken this year to support the strategic plan. These activities were approved by the Board in December, 2020.

The list does not include those activities that have been delayed due to the pandemic. It is a broad picture of what has been done with the strategic plan activities. The strategic plan was

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, July 21, 2021**  
**7:00 p.m. - Lake Room**

slated from 2018-2020, but was extended to 2021. We will be doing a strategic plan refresh starting this summer and early fall. The consultant that helped create the original plan, Amanda Standerfer, has been engaged to work on the update.

**Services and Programs Update**

Deputy Director Uden noted that the average library visits per day has risen from 509 in June to 561 per day so far this month. Updated services include: returned services to residential living facilities, the Launch Pad open for appointments, the Branch extending their hours to include Saturdays and in-person programs being scheduled to begin in the fall. In addition, plans are being made to bring back extended hours for high school students to study for final exams December 11-12.

**NEW BUSINESS**

None

**TREASURER'S REPORT**

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$8,706,046.05 at the end of June, 2021 in the various accounts. The reports were discussed and questions were answered.

**TREASURER'S WARRANT #866**

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #866 for \$555,499.24. Trustee Hackney seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Chu

There being 6 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett discussed the situation that is occurring at the Niles-Maine District Library. She noted that Trustees should be actively making the community aware of the library Board and it's responsibilities so that we will have a pool of interested and qualified candidates when positions open on the Board. President Barnett also mentioned that there are several grants for hotspots available and that she hopes we will be applying (Executive Director Shepard noted that he is aware of the grants and staff are working on applying).

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, July 21, 2021**  
**7:00 p.m. - Lake Room**

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard discussed a change to the whistleblower reporting law and that he is discussing the change with our attorney to discuss how to update our HR policy. He also asked Board members if they would like to have the library's attorney, Roger Ritzman, attend a workshop to meet new Trustees and make a presentation. Finally, Executive Director Shepard discussed that he has decided to pause the work of the EDI Committee for right now, to engage a consultant to guide and shape the work that is being done. We will be receiving proposals in the next few weeks. He expects to have some idea of the cost involved for the August 4th workshop.

**ADJOURNMENT**

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

On the voice vote all were in favor and the motion carried.

President Barnett adjourned the meeting at 8:30 p.m.