

**MINUTES  
INDIAN TRAILS PUBLIC LIBRARY DISTRICT  
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090  
MEETING OF THE BOARD OF LIBRARY TRUSTEES  
Wednesday, August 16, 2023  
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., Erin Hauck, Caitlyn Keenan, Mary Moodhe and Andrew Sitshela (arrived at 7:02 p.m.)

Absent: None

Also present were:

**Staff:** Executive Director Brian Shepard, Susan Beal, Jeremy Peterson and Robyn Franklin

**Guests:** Jack Cook, Cook & Kocher

**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 and seconded by Trustee Hauck to approve the Consent Agenda items. On the voice vote all were in favor and the motion carried.

**COMMENTS ON CONSENT AGENDA ITEMS**

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

**PUBLIC COMMENTS**

None

**CLOSED SESSION**

A motion was made by Trustee Moodhe to **move to closed session pursuant to (5 ILCS 120/2) (from Ch. 102, par. 42) Sec. 2. Open meetings. (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a**

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**court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.** Trustee Hauck seconded the motion.

The meeting moved to closed session at 7:10 p.m.

**RETURN TO OPEN SESSION**

A motion was made by Trustee Hackney and seconded by Trustee Hauck to adjourn the closed session and return to open session.

On the voice vote all were in favor and the motion carried. The closed session adjourned at 7:25 p.m. and the Board returned to open session.

**UNFINISHED BUSINESS**

**Maker in Residence 2023 Art Piece**

Trustee Moodhe made a **motion for the board to accept the art work created by Anastasia Sitnikov during the 2023 Maker-In-Residence for display on the library's 2<sup>nd</sup> floor as outlined.** Trustee Hauck seconded the motion. On the voice vote all were in favor and the motion carried.

**NEW BUSINESS**

**Liability Insurance Renewal**

The Library's Property, Liability and Workers' Compensation insurance policies are renewed annually on September 1. The library's insurance broker, Jack Cook (Cook & Kocher), presented the insurance package. He discussed the overall package and policy changes. Trustee Hauck made a **motion to approve the annual Liability and Workers Compensation renewal package as presented with a total cost of \$51,517.00 by roll call vote.** Trustee Moodhe seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe and Sitshele

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

**Ordinance #236, .02% Building and Maintenance Tax**

Executive Director Shepard presented Ordinance #236: .02% Building and Maintenance Tax Levy to the Board. Discussion was held and questions were answered. Trustee Moodhe made a motion to **approve by roll call vote Ordinance #236, the .02% Building and Maintenance Tax Levy for Fiscal Year 2023-2024.** Trustee Hauck seconded the motion.

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On the roll call vote was:

AYES: 7: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

**Security/Safety Update and Discussion**

Facilities & Safety Manager, Jeremy Peterson, discussed that in recent years opioid overdoses have become increasingly common. Many libraries around the country have made the decision to keep Naloxone (Narcan) onsite due to the minimal risk involved with having and administering it. Jeremy Peterson recommended that ITPLD begin keeping Naloxone onsite and training staff on how to identify and reverse an opioid overdose. Trustees asked questions and discussed the recommendation.

**Travel Expense Reimbursement Requests – ILA Conference, Springfield, IL, October 24-26, 2023**

Trustee Keenan made a **motion to approve travel expense reimbursement requests for the 2023 ILA Annual Conference for an amount not to exceed \$1, 000.00 for each of the following trustees: Vicki Baba, Louise Barnett, Henry Hackney, Jr., Erin Hauck, Caitlyn Keenan, Mary Moodhe and Andrew Sitshela.** Trustee Hauck seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

**TREASURER’S REPORT**

Trustee Hauck presented the financial reports. The funds were in balance with a total of \$10,058,761.39 at the end of July 2023 in the various accounts. The reports were discussed, and questions were answered.

**TREASURER’S WARRANT #891**

After reviewing selected invoices, Trustee Hauck made a motion to **Approve Warrant #891 for \$666,166.70.** Trustee Baba seconded the motion.

On the roll call vote was:

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NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett encouraged Trustees to attend the annual ILA convention in Springfield, IL in October.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard mentioned that he would be discussing the long-range plan for the library with the library's financial advisor. It will be discussed with Trustees at the September meeting. He also mentioned that a summary of the Summer Library Adventure program will be given at the September meeting.

**ADJOURNMENT**

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

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

President Barnett adjourned the meeting at 8:23 p.m.