

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, March 20, 2024**  
**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,  
and Mary Moodhe

Absent: Andrew Sitshela

Also present were:

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

Guests: None

**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 Keenan 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

**UNFINISHED BUSINESS**

**Preliminary FY2024-25 Budget Discussion**

Executive Director Shepard discussed the most pressing items for Trustees to address before bringing a first budget draft to the Board in May.

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**NEW BUSINESS**

**Developer Donations**

Executive Director Shepard discussed that the Village of Buffalo Grove was holding \$60,792.97 in Developer Donations in escrow for the Library and requires a resolution from the Library to release the funds. Trustee Moodhe made a **motion to pass Resolution 24-30-20 Utilization of Developer Donation Funds by roll call vote**. Trustee Hauck seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 1 Sitshela

There being 6 affirmative votes, the motion passed.

**Trustee Vacancy**

Executive Director Shepard noted that since Trustee Andrew Sitshela submitted a letter of resignation the Board has the duty of appointing a trustee to fill a portion of his remaining term. The appointed Trustee will cover the time remaining until the next election, Spring 2025. Trustees discussed the options for filling the vacancy. Trustee Hauck made a **motion to approve Ordinance 239: Ordinance to Accept a Resignation, Declare a Vacancy and Appoint a New Trustee**. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 6 affirmative votes, the motion passed.

**TREASURER'S REPORT**

Trustee Hauck presented the financial reports. The funds were in balance with \$11,688,999.66 at the end of February 2024 in the various accounts. The reports were discussed and questions were answered.

**Prospect Heights Branch CAM and Tax Reconciliation**

Executive Director Shepard explained a credit in the warrant for the Branch CAM (Common Area Maintenance) in the amount of \$224.75 and property tax credit in the amount of \$1,955.93 for a total of \$2,180.68. He also explained that the new monthly billing will lower from \$5,094.84 to \$4,931.85 from now until July, when the August rent increase will be added.

**Wintrust Update**

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Executive Director Shepard discussed that staff are restructuring how the Library's Buffalo Grove Bank and Trust accounts are managed to take advantage of higher interest rates offered with a Maxsafe money market product.

**TREASURER'S WARRANT #898**

After reviewing selected invoices, Trustee Moodhe made a **motion to Approve Warrant #898 for \$584,492.85**. Trustee Keenan seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 6 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett discussed the issue of book banning that libraries are facing. She also shared a thank you note that she received from a member of the public.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard discussed problems that are occurring with the ePRINTit software. He also mentioned that he will be bringing a proposal to the Board in April to approve electric vehicle hookups at the library. Finally, he discussed Trustee training through iLead.

**ADJOURNMENT**

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

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

President Barnett adjourned the meeting at 8:11 p.m.