

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, July 20, 2022**  
**7:00 p.m. - via Zoom**

**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, John Chu, Henry Hackney Jr, Erin Hauck, Don Roalkvam  
and Andrew Sitshela (arrived at 7:03 p.m.)

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Mike Jackiw, Matt  
Teske 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 Hackney to approve the Consent Agenda items. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Chu, Hackney, Hauck and Roalkvam

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, 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

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**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Sorter Replacement Discussion**

Mike Jackiw, IT Manager, discussed the need to replace our sorter. The unit was purchased in 2010 and is having increasing problems in which the hardware and software are not being supported due to age. Mike discussed the information provided by Bibliotheca, who currently maintains the sorter. They have a new way to maintain and procure a new unit called “Solution as a Service”. With this option payments are made annually instead of one lump sum payment for purchase. These annual payments include the cost for the new sorter, as well as full maintenance and support. He anticipates the new pricing model will ultimately save the library money over time compared to buying a new sorter outright and then paying an annual maintenance fee. A motion was made by Trustee Baba and seconded by Trustee Hauck to **Approve the multi-year subscription from Bibliotheca for hardware, software and maintenance for the quoted price of \$59,476.00 annually pending final legal review.**

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Roalkvam and Sitsshela

NAYES: 1: Chu

ABSTAIN: 0

ABSENT: 0

There being 6 affirmative votes, the motion passed.

**2022 New Year’s Eve Closure**

Executive Director Shepard discussed that in a typical year the library is open from 9:00 a.m. -1:00 p.m. on New Year’s Eve. This year New Year’s Eve falls on a Saturday. Based on staffing considerations for 4-hour work shifts on a Saturday, the recommendation is to close all day on New Year’s Eve in 2022. Trustee Baba made a motion to **Close the library for a full day on Saturday, December 31, 2022 and grant an additional 4 hours of paid time off for eligible full time employees.**

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Roalkvam and Sitsshela

NAYES: 1: Chu

ABSTAIN: 0

ABSENT: 0

There being 6 affirmative votes, the motion passed.

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**TREASURER'S REPORT**

Trustee Chu presented the financial reports. The funds were in balance with a total of \$9,697,858.90 at the end of June, 2022 in the various accounts. The reports were discussed and questions were answered.

**TREASURER'S WARRANT #878**

After reviewing selected invoices, Trustee Chu made a motion to **Approve Warrant #878 for \$572,675.79**. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Hauck, Roalkvam and Sitshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett noted that United for Libraries will have a virtual conference August 9-11 and recommended that Trustees attend or view the recorded sessions.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard thanked Deputy Director Uden and the Management Team for taking care of library business while he was out on vacation. He noted that upcoming agenda items will be the budget, insurance renewals, the compensation study, updating HR policies and IT projects.

**ADJOURNMENT**

A motion was made by Trustee Roalkvam to adjourn the meeting. Trustee Sitshela seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Hauck, Roalkvam and Sitshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 8:07 p.m.