

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, June 1, 2022
7:00 p.m. - Via Zoom

CALL TO ORDER

President Barnett called the meeting to order at 7:01 p.m.

ATTENDANCE

On the roll call, the following trustees were present:

Present: Vicki Baba, Louise Barnett, John Chu, Erin Hauck, Henry Hackney, Jr., Donald Roalkvam and Andrew Sitshela

Absent: None

Also present were:

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

Guests: None

ADDITIONS TO THE AGENDA

None

PUBLIC COMMENTS

None

POLICIES

Executive Director Shepard and Deputy Director Uden discussed proposed updates to the following policies.

2.14 Launch Pad - A change adds the expectation that members are responsible for their own safety when using the tools and equipment. Another change removes the proficiency requirement or waiver form to use some of the equipment. Finally, simplifying existing language about library cards in good standing and other formatting changes.

2.30 Meeting Room Rental Policy - The policy was updated in 2021 and at that time we indicated that we no longer were accepting credit cards for meeting room reservations. The changes were mistakenly not included in the final draft of the policy. Other changes are minor wording revisions and clarifications regarding public expectations for staff.

3.30 Internet and Computer Use - A statement was added to convey that while we support a members' access to information, staff respond in situations where a member's behavior on internet computers goes against the member code of conduct. In those instances, staff directly engage with the Member to address the behavior. Other changes include the correct requirements for using the Express Internet Stations and where guest

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passes can be located at both library locations. Other changes were formatting or simplifying the language used.

Appendix IV - Expense Reimbursement Request - Some minor changes were made to wording and spelling corrections

Executive Director Shepard discussed updating the language in the following policies to replace all gender specific pronouns with gender neutral pronouns to reflect our strategic plan objective of being a supportive, inclusive organization.

- 1.10 Bylaws
- 1.21 Library Trustee Ethics
- 1.30 Public Comment
- 2.21 Member Suspension
- 2.31 Solicitation and Petitioning
- 3.11 Identity Protection
- 3.52 Library Programming
- 4.22 Outstanding Check Policy
- Human Resources Policies

The following policies were reviewed, but no changes were made:

- 5.15 Policy Prohibiting Harassment, Discrimination and Retaliation
- 5.20 Affordable Care Act Compliance
- 5.30 Library Volunteers

ADJOURNMENT

A motion was made by Trustee Baba to adjourn the meeting. Trustee Hauck seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Hackney

There being 6 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 7:48 p.m.