

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, August 3, 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, Erin Hauck, Henry Hackney, Jr, Donald Roalkvam and Andrew Sitshela (arrived at 7:26 p.m.)

Absent: None

Also present were:

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

Guests: None

ADDITIONS TO THE AGENDA

Executive Director Shepard will discuss upcoming board meeting information. This will be added after the IPLAR review.

PUBLIC COMMENTS

None

POLICIES

3.20 Library Use and Loan Periods

Executive Director Shepard discussed changing the amount of time we make new items available for non-CCS members from 90 days to 30 days.

2.34 Study Room Use

Deputy Director Uden discussed changing the Study Room Use policy to allow members with registered reciprocal library cards in good standing to reserve study rooms.

HR Policy Section 7.3 Vacation

HR Manager, Jennifer Wonsowicz, discussed the recommendation to increase vacation time for eligible part-time employees working 20 or more hours per week to align with the number of hours that full-time employees are eligible for on a prorated basis.

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, August 3, 2022
7:00 p.m. - Via Zoom

HR Policy Section 6.9 Holiday Pay

Jennifer Wonsowicz discussed the recommendation to make New Year's Eve a full-day paid holiday on a consistent basis for full-time employees and including it as part of the standard holidays listed in the HR Policy.

FY 2022-23 BUDGET UPDATES

Executive Director Shepard discussed that Cook County has not finalized the tax bills for the 2nd installment of the 2021 property tax. Since we do not have the finalized number we are moving forward with the amount that was passed in the 2021 levy knowing that the final actual amount could change. Also, a potential project that is being added to the budget is the transition from the Google suite of products to Microsoft Office 365 for staff use. This would be done because the pricing for Google will be increasing and would mean an increase of almost \$20,000/year for the library to continue to use the Google suite. In addition to these changes to the budget there are several other changes that were noted in the memo to Trustees.

2022-23 STRATEGIC PLAN ACTIVITIES

Executive Director Shepard discussed the strategic plan activities that staff will be working on in the coming year. He will update the Board on their progress in January, 2023 and will provide a final update in July, 2023.

IPLAR REVIEW

The Illinois Public Library Annual Report was discussed. The library is required to submit the report by the State of Illinois each year.

UPDATES

Executive Director Shepard discussed that he would like to hold meetings in person again, starting with the August 17th Board meeting. Trustees were in agreement. He noted that the August Board meeting agenda items will include our insurance renewal and the compensation study. In September the budget will be brought to the Board for approval and the Executive Director's annual review will take place. He also asked Board members if they would be able to move the October meeting from October 19th to October 12th. Trustees agreed to change the meeting date.

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, August 3, 2022
7:00 p.m. - Via Zoom

ADJOURNMENT

A motion was made by Trustee Hackney to adjourn the meeting. 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 Barnett adjourned the meeting at 7:57 p.m.