

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, November 15, 2023**  
**Immediately following Public Hearing - Lake Room**

**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, Henry Hackney Jr., Erin Hauck, Caitlyn Keenan, Mary Moodhe, and Andrew Sitshela

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Ryann Uden, Susan Beal, Jennifer Wonsowicz 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 Moodhe and seconded by Trustee Keenan 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**

**Ordinance #238 - Levy and Appropriation for Fiscal Year 2023-2024**

Trustee Hackney made a motion for the **adoption of Ordinance 238 Ordinance of Indian Trails Public Library District, Cook & Lake Counties, Illinois Levying Taxes for the fiscal year beginning July 1, 2023 and ending June 30, 2024** by Roll Call vote. Trustee Keenan seconded the motion.

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On the roll call vote was:

AYES: 7: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe and Sitsshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

**NEW BUSINESS**

**Release of the Meeting Minutes from Closed Sessions**

A motion was made by Trustee Moodhe and seconded by Trustee Keenan to **approve the release of the meeting minutes from the following closed session as discussed: 4/6/2022.**

On the roll call vote was:

AYES: 7: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe and Sitsshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

**Resolution Authorizing the Destruction of Audio or Video Recordings of Closed Sessions**

A motion was made by Trustee Baba and seconded by Trustee Moodhe to **approve the Resolution Authorizing the Destruction of Audio or Video Recordings of Closed Sessions as discussed including the recording of the following date: 4/6/2022.**

On the roll call vote was:

AYES: 7: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe and Sitsshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

**2024-2025 Budget Calendar**

Executive Director Shepard discussed the budget calendar for fiscal year 2024-2025.

**Paid Leave for All Workers Act (820 ILCS 192/)**

Executive Director Shepard discussed the Paid Leave for All Workers Act (820 ILCS 192/) that goes into effect January 1, 2024. He discussed the recommended updates to the library's Employee Handbook Policies. Trustee Keenan made a motion to **approve the updates to Section 7.4, Sick Leave with an effective date of January 1, 2024 as presented.** Trustee Hauck seconded the motion.

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On the roll call vote was:

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

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 \$9,454,801.51 at the end of October, 2023 in the various accounts. The reports were discussed and questions were answered.

**TREASURER'S WARRANT #894**

After reviewing selected invoices, Trustee Moodhe made a motion to **Approve Warrant #894 for \$629,015.76**. Trustee Hackney seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett noted that she would be addressing staff at Staff Institute Day on Friday, November 17th. She encouraged Trustees to attend part of the day, if they can.

Trustee Hackney reported on the Illinois Library Association's Annual Conference that was held in Springfield, IL in October. He discussed the ILead program for Illinois public library trustees.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard discussed a change to the ESL class registration process. Students will now be taking placement exams to determine which level they should be placed in. He also noted that the Foundation has used the "giving menu" to approve funding across departments. Finally, the December workshop has been cancelled. The Board will meet again at the December 20<sup>th</sup> meeting.

**ADJOURNMENT**

A motion was made by Trustee Hackney 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.

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