

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, January 18, 2023
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, John Chu, Henry Hackney Jr., Erin Hauck, Don Roalkvam
and Andrew Sitshela

Absent: None

Also present were:

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

Guests: Mary Moodhe

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 Roalkvam and seconded by Trustee Hackney 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

Mary Moodhe introduced herself and said that she is running for one of the open Trustee positions.

UNFINISHED BUSINESS

None

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NEW BUSINESS

Audit Firms

Susan Beal discussed that the 2022 audit was the last audit of the 5 year contract with Lauterbach & Amen LLP. On November 1, 2022 an RFP was sent to 5 auditing firms. She reviewed the proposals from the 2 firms that were submitted. Based on the \$22,865 difference in cost and the excellent working relationship in the past, staff are recommending staying with Lauterbach & Amen LLP. Trustee Hauck made a **motion to accept the Lauterbach & Amen LLP Service Proposal for Audit Services for the years ending June 30, 2023, 2024, 2025, 2026 and 2027** by roll call vote. 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.

Change of Building Cleaning Company

Jeremy Peterson, Facilities & Safety Manager, discussed that there have been inconsistencies in the quality of service we have been receiving from our current cleaning company. He has reviewed multiple proposals from other cleaning companies in the area and is recommending that we contract with Crystal Maintenance Company to take over the nightly janitorial duties. Trustee Baba made a **motion to approve the building cleaning contract with Crystal Maintenance Company for \$4,995/month**. Trustee Hauck 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.

Bereavement Policy Update

HR Manager, Jennifer Wonsowicz, discussed the recommended proposed changes for the Bereavement Policy to align with the Family Bereavement Leave Act in Illinois. The recommendation is to also change the policy to allow part-time staff paid and unpaid bereavement time. Trustee Roalkvam made a **motion to approve suggested changes to Bereavement Leave (Section 7.8) as described in a memo and highlighted in the policies included in the board packet retroactively applied to an effective date of January 1, 2023**. Trustee Sitshela Seconded the motion.

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

TREASURER'S REPORT

Trustee Chu presented the financial reports. The funds were in balance with a total of \$8,035,959.22 at the end of November, 2022 and \$8,748,484.09 at the end of December 2022 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #883

After reviewing selected invoices, Trustee Chu made a motion to **Approve Warrant #883 for \$607,874.72**. Trustee Hauck 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.

TREASURER'S WARRANT #884

After reviewing selected invoices, Trustee Chu made a motion to **Approve Warrant #884 for \$572,581.62**. Trustee Hauck 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 mentioned an Equity, Diversity and Inclusion training that is being offered virtually for Trustees on Saturday, January 21st through United for Libraries.

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EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard announced that the library received a 3-star rating in *Library Journal's* 2022 national rating of public libraries. He also noted that he will be part of a state-wide committee that will work to standardize trustee training through RAILS. He expects this work to be done over the next couple of years.

ADJOURNMENT

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

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

President Barnett adjourned the meeting at 8:06 p.m.