

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, February 15, 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, Henry Hackney Jr., Erin Hauck, Don Roalkvam and  
Andrew Sitshela

Absent: John Chu

Also present were:

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

Guests: Mary Moodhe, Mary Siarkiewicz

**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**

None

**UNFINISHED BUSINESS**

**Branch Refresh**

Executive Director Shepard reviewed the project that was discussed at the February 1, 2023 Board workshop. The refresh of the branch includes electrical, painting, carpet replacement and

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restroom floor tile replacement. The work is anticipated to begin in mid-March and should take approximately two weeks to complete. Trustee Hauck made a motion for **the Board to authorize the Executive Director to sign purchase orders within his budget authority to a total cost not to exceed \$40,000 for the remodel of the Prospect Height Branch location.** Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Roalkvam and Sitsshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 1: Chu

There being 6 affirmative votes, the motion passed.

**NEW BUSINESS**

None

**TREASURER'S REPORT**

Executive Director Shepard presented the financial reports. The funds were in balance with a total of \$9,485,633.41 at the end of January, 2023 in the various accounts. The reports were discussed and questions were answered.

**TREASURER'S WARRANT #885**

After reviewing selected invoices, Trustee Baba made a motion to **Approve Warrant #885 for \$588,141.36.** Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Roalkvam and Sitsshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 1: Chu

There being 6 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett reminded Trustees to keep an eye out for trustee workshops offered from United for Libraries.

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**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard mentioned that Trustees will be receiving more information and training on Office365 at the March 1, 2023 workshop. He also discussed that we will be bringing a resolution to the Board in March to formally request impact fees from the Village of Buffalo Grove. While we have received impact fees from the Village of Wheeling, the Library has never received any from Buffalo Grove. Executive Director Shepard also pointed out the new bin for book and material donations that has been added to the lobby. Finally, Executive Director Shepard and Deputy Director Uden noted that they met with an 8 year old girl who proposed building a little free pantry on library grounds. She and her parents discussed her detailed plan.

**ADJOURNMENT**

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

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

President Barnett adjourned the meeting at 7:39 p.m.