

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, March 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, John Chu (arrived at 7:08 p.m.), Henry Hackney Jr., Erin Hauck, Don Roalkvam and Andrew Sitshela

Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, 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 Hackney and seconded by Trustee Roalkvam 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**

None

**NEW BUSINESS**

**Library Closing Friday, November 17, 2023 - Staff Institute Day**

Executive Director Shepard discussed that after several years of modified staff training days due to the pandemic, we would like to return to a full day of training activities at the main library

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location. We have closed the library for a training day like this for the five years previous to the pandemic to allow the majority of our staff to attend. Trustee Roalkvam made a motion to **approve the closing of the library on Friday, November 17, 2023, for staff training purposes.** Trustee Hauck seconded the motion.

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

**Resolution 23-03-15 - Utilization of Developer Donation Funds**

Executive Director Shepard discussed that the Village of Buffalo Grove requires a resolution from the Library to release the Developer Donations that are in escrow for the Library in the amount of \$49,756.00. President Barnett made a motion to **pass Resolution 23-03-15 Utilization of Developer Donation Funds by roll call vote.** Trustee Baba 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.

**Staff Chair Replacement**

Executive Director Shepard discussed that staff chairs were purchased in 2007 and have been used extensively over the years. As a result of this use, most of the staff chairs are in need of replacement. Many have damaged armrests, worn cushions and/or damaged fabric. The FY 2022/2023 budget included \$30,000.00 for the replacement of staff chairs. The discarded chairs will be given to the Foundation to sell. The original cost of the chairs discussed in the memo has been reduced from \$31,873.44 to \$28,000.00. Trustee Baba made a motion to **approve the purchase of 48 task chairs from Interior Investments for a total cost not to exceed \$28,000.00.** Trustee Hackney 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.

**Maker in Residence**

Executive Director Shepard discussed that an artist has been selected as the first Maker-in-Residence. The artist that was chosen is a sculptor by trade and has presented her art at many exhibitions including at the International Museum of Surgical Science, Harper College, Schaumburg Library and Gallery 400. The residency will take place June 12-July 11, 2023. During the course of the residency, the artist proposes to complete a large-scale wall sculpture that brings together objects created by library members interweaved with macrame. The objects

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created by members will honor the memories of people who were voluntarily or involuntarily displaced. Library members will recreate objects from their past with the laser cutter and those will become a part of the art piece. Discussion took place regarding where the sculpture will be displayed. It was decided that it will be displayed in the Launch Pad, as a temporary piece. After it is completed the Board will review the final piece for approval to display the piece on a more long-term basis in another location in the building.

**Travel Expense Reimbursement Request - ALA Conference, Chicago, IL, June 22-27, 2023**  
Executive Director Shepard noted that the American Library Association's Annual Convention is scheduled from June 22-27, 2023. Per the travel policy that was passed by the Board at the November 16, 2016 Board meeting, Trustee travel for the library that will be submitted for reimbursement must be approved by the Library Board beforehand. Trustee Hauck made a motion to **approve Travel Expense Reimbursement Requests for the 2023 ALA Convention in Chicago for an amount not to exceed \$365.00 each for the following trustees: Louise Barnett, Vicki Baba, Henry Hackney, Jr., Erin Hauck and Andrew Sitshela.** 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.

### **TREASURER'S REPORT**

Trustee Chu presented the financial reports. The funds were in balance with a total of \$8,963,111.47 at the end of February, 2023 in the various accounts. The reports were discussed, and questions were answered.

### **TREASURER'S WARRANT #886**

After reviewing selected invoices, Trustee Chu made a motion to **Approve Warrant #886 for \$412,134.24.** Trustee Hackney 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 a survey that had been sent by Executive Director Shepard for Trustees to complete from ILA (Illinois Library Association). She also noted the emails being sent by ALA regarding a bill that is proposed by Illinois Secretary of State, Alexi Giannoulias,

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that would protect the freedom to read. She mentioned that contacting our legislators and letting them know that we support their efforts doesn't take very much time and can make an impact.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard gave an update on the Branch refresh. He mentioned that we are still waiting for one item to come in before the project can begin. He discussed a bill was passed a year or two ago that requires all government bodies to put together a Government Efficiencies Committee that would include Board members, staff and members of the public to look into efficiencies in government. We are required to have the first meeting by June of this year. We will be discussing the committee further at the April meeting. Finally, he also noted that Trustees need to fill out their Statement of Economic Interest.

**CLOSED SESSION**

A motion was made by Vice-President Baba to **move to closed session Per ILCS, Chapter 5, 120/2.(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.** Trustee Hauck seconded the motion.

The meeting moved to closed session at 7:56 p.m.

**RETURN TO OPEN SESSION**

A motion was made by Trustee Hauck and seconded by Trustee Roalkvam to adjourn the closed session and return to open session.

On the voice vote all were in favor and the motion carried. The closed session adjourned at 8:40 p.m. and the Board returned to open session.

**ADJOURNMENT**

A motion was made by Trustee Roalkvam 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 8:41 p.m.