

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**TRUSTEE WORKSHOP**  
**Wednesday, May 5, 2021 - 7:00 P.M. - Via Remote**

The meeting of the Board of Library Trustees will be held without a quorum of Library Trustees physically present. The Library Trustees will conduct the Board meeting with Library Trustees attending remotely via electronic means in accordance with Public Act 101-640. Members of the public are invited to attend by going to [www.indiantrailslibrary.org/BoardMeeting](http://www.indiantrailslibrary.org/BoardMeeting) or by contacting Robyn Franklin at 847-279-2242 at least 1 hour in advance of the meeting.

**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., Bruce Matthews and Donald Roalkvam

Absent: Jamie Bulger, John Chu

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Mike Jackiw and Robyn Franklin

Guests: Andrew Sitshela

**ADDITIONS TO THE AGENDA**

None

**PUBLIC COMMENTS**

None

**PRELIMINARY FY 2021-2022 BUDGET REVIEW**

Executive Director Shepard reviewed the preliminary FY 2021-2022 budget and answered questions from Trustees. He reminded Trustees that they will pass the budget twice over the next 5 months. The preliminary budget, to be passed in June, allows the library to spend funds when the fiscal year starts on July 1. In July and August the costs in a few areas are finalized and the final budget will be presented for approval in September. The budget is slightly lower than last year due to some one-time revenues and expenses not carried forward to the new year. The preliminary Cook County tax levy numbers have not been received yet, so the budget is based on amounts levied last November, with the input of the preliminary Lake County levy numbers. Updated recommendations will be presented after the Cook County levy numbers are received. The library continues to be in solid financial shape.

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**WIRELESS NETWORK PROJECT**

Information Technology Manager, Mike Jackiw, discussed the need to replace the wireless network. It was installed in 2017. Since then there were problems when attempts were made to upgrade the wireless access points. The upgrade caused many difficulties to members and staff systems that were unable to connect. We went back to the old version at that time. Staff submitted numerous tickets to try to work through upgrades and connectivity problems. The issues were never fully resolved and have culminated in an unstable wireless network. It was decided to look at other options to provide reliable service. Sentinel Technologies has been chosen to install a new network. The quote was for just under \$23,000.00. The overall IT budget for the fiscal year is projected to be considerably under budget due to the pandemic and can cover the amount needed. The equipment is expected by the end of May.

**PUBLIC SERVICES UPDATE**

Deputy Director Uden discussed that the study rooms opened up for member use on April 19th. We are currently averaging 3 study room sessions per day. One-on-one in-person appointments for assistance with technology devices, online library resources and social media will be offered starting on May 3rd. We will also be expanding the hours at the Branch. Deputy Director Uden also presented some information on homebound services. She noted that we are averaging 10 members a month with a cost of \$45.00.

**ADJOURNMENT**

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

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Matthews and Roalkvam  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 2: Bulger, Chu

There being 5 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 7:56 p.m.