

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
TRUSTEE WORKSHOP
Wednesday, June 2, 2021 - 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. (arrived at 8:24 pm), Bruce Matthews, Andrew Sitshella and Donald Roalkvam

Absent: John Chu

Also present were:

Staff: Executive Director Brian Shepard, Susan Dennison, Jen Schmidt, Christina Stoll, Kevin Walsh, Jennifer Wonsowicz, Matt Teske and Robyn Franklin

Guests: Dan Pohrte and Tiffany Nash - Product Architecture + Design, Russell Lissau - Daily Herald, Alan Shub (arrived 8:24 pm)

ADDITIONS TO THE AGENDA

None

PUBLIC COMMENTS

None

ESL PRESENTATION

Christina Stoll and Kevin Walsh discussed current ESL services and future plans. They noted that the program began in 2013 and has continued to grow to include weekly reading groups, in-person classes, practice sessions and tutoring sessions. In 2021 virtual tutoring sessions have continued and virtual beginning, intermediate and advanced classes have been added. An environmental scan has been completed to gather information to help determine the future direction of services. Recommendations were made in the areas of the ESL Lab, volunteer training, staff support for classes and student assessment tools.

BRANCH DISCUSSION

Executive Director Shepard discussed the process of exploring the possibility of adding a branch location within the Village of Buffalo Grove. A staff committee has been meeting with the architects at Product Architecture + Design to review designs and understand the implications of different size spaces related to services offered. We are currently focused on concepts of what could be offered rather than specific services and layouts of the space. Executive Director Shepard also noted that staff are continuing to meet with our financial advisor to gain a better understanding of the overall financial resources and to update the long range financial plan. Tiffany Nash and Dan Pohrte, from Product Architecture + Design, presented possible options for varying size branch locations.

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POLICY UPDATES

2.30 - Meeting Room Policy

Susan Dennison discussed changes to the policy. The most significant being no longer accepting credit cards as payment for meeting room rentals and extending the time to make a rental reservation from one month in advance to two months in advance.

3.31 - Member Use Social Media Policy

Susan Dennison discussed a minor change in the wording of the policy.

HR Policy 4.10 - Authorized Work at Home

Jennifer Wonsowicz discussed updates to the policy that include changing from Executive Director approval to Department Manager approval for staff to work from home.

3.22 Interlibrary Loan Policy

Matt Teske discussed limiting the number of interlibrary materials to 30 items per cardholder at a time.

PUBLIC SERVICES UPDATE

Executive Director Shepard discussed the services that will be added back in the coming weeks. These include the digital media labs opening limited hours, Launch Pad by appointment, return of seating to the lobby area, expanding branch hours and middle ground reopening plans.

ADJOURNMENT

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

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

President Barnett adjourned the meeting at 8:40 p.m.