

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, June 16, 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, John Chu, Bruce Matthews, Donald Roalkvam and Andrew Sitshela

Absent: Henry Hackney, Jr.

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Liz Poppenhouse, Jen Schmidt and Robyn Franklin

Guests: none

**ADDITIONS TO THE AGENDA**

Staff introductions will be after "Public Comments".

**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**

Electronic Resource Marketplace Update was not included in the packet and therefore will not be approved as part of the Consent Agenda.

A motion was made by Trustee Roalkvam to approve the Consent Agenda items. Trustee Baba seconded the motion.

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

**COMMENTS ON CONSENT AGENDA ITEMS**

The Board reviewed and commented on the various reports. Discussion was held and questions were answered.

**PUBLIC COMMENTS**

None

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**NEW STAFF INTRODUCTIONS**

Two new managers were introduced; Jen Schmidt, Communications and Development Manager and Liz Poppenhouse, Digital and Maker Services Manager. They each introduced themselves and highlighted their professional experience. They also discussed goals and future department initiatives.

**UNFINISHED BUSINESS**

**Policy Updates**

Trustee Matthews made a motion to approve the following policies as presented with an effective date of July 1, 2021:

- 2.30 - Meeting Rooms Policy
- 3.22 - Interlibrary Loan Policy
- 3.31 - Member Use Social Media Policy
- HR Policy - 4.10 - Authorized work from Home

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

**Ordinance 228 : FY 2021-2022 Budget and Appropriation**

Trustee Matthews made a motion to adopt Ordinance 228 Combined Annual Budget and Appropriation Ordinance for Library Purpose for the Fiscal Year 2021-2022. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Chu, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Hackney

There being 6 affirmative votes, the motion passed.

**Virtual Programs and Services Update**

Deputy Director Uden highlighted the Summer Library Adventure program which registered 682 people in the first week and 1,200 people in the previous 2 weeks. She also discussed Phase 5 Services that are beginning June 14. Those include most seating returning in Adult Services and Youth Services, vending machines and water fountains reopening, most tables/barriers being removed, Digital Media Labs opening select hours and the Branch hours expanding to Monday-Friday (1-4, 5-8). In addition, she noted that future plans include in-person programs beginning in September.

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**NEW BUSINESS**

**Ordinance 226: Annual Ordinance Authorizing Public Library District Non-Resident Cards**

A motion was made by Trustee Roalkvam and seconded by Trustee Chu to adopt Ordinance 226 Annual Ordinance Authorizing Public Library District Non-Resident Cards by roll call vote.

On the roll call vote was:

AYES: 6: Baba, Barnett, Chu, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Hackney

There being 6 affirmative votes, the motion passed.

**TREASURER'S REPORT**

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$8,443,549.62 at the end of May, 2021 in the various accounts. The reports were discussed and questions were answered.

**TREASURER'S WARRANT #865**

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #865 for \$581,415.40. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Chu, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Hackney

There being 6 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett congratulated Lori L. on the comment in the Monthly Highlights where a child said that they enjoyed being in her book discussions because it was so much fun and they wouldn't read if it wasn't for her. President Barnett mentioned the Pop Up Book Sale on Saturday. She Also noted that the Foundation's Bingo event was a success. Finally, she asked Trustees to notify her and Executive Director Shepard if they are unable to attend a meeting to ensure that there will be a quorum.

**EXECUTIVE DIRECTOR'S DISCUSSION**

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Executive Director Shepard noted that there is not a workshop scheduled for July. He also mentioned that he will be on vacation from June 25 - July 15.

**ADJOURNMENT**

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

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

President Barnett adjourned the meeting at 8:17 p.m.