

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, August 18, 2021
7:00 p.m. - Remote

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: John Chu (arrived at 7:02 pm), Louise Barnett, Bruce Matthews, Donald Roalkvam and Andrew Sitshela

Absent: Vicki Baba, Henry Hackney, Jr.

Also present were:

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

Guests: None

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 to approve the Consent Agenda items. Trustee Sitshela seconded the motion.

On the roll call vote was:

AYES: 4: Barnett, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 3: Baba, Chu, Hackney

There being 4 affirmative votes, 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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UNFINISHED BUSINESS

FY 2021-2022 Budget Updates

Executive Director Shepard discussed changes to the tentative budget that was passed on June 16, 2021. The changes include: an increase in the property tax revenue line based on the Cook County Agency Tax Rate Report; an increase in the Personnel Payroll Expense line; an increase in the Postage Expense line; an increase to the Printing Expense line; an increase to the Contractuals Expense line and an increase to the Maintenance Supply and Contractors line. The final budget ordinance will come before the Board at the September 8, 2021 meeting.

NEW BUSINESS

Virtual Programs and Services Update

Deputy Director Uden noted that the average number of daily visitors was up in July. She also discussed the Summer Library Adventure program and the completion statistics. She noted that the Launch Pad has reopened this week. The early learning area and Middle Ground are still closed at this time. We are continuing to plan for hybrid and in-person programs beginning this fall. Service hours will return to previous service hours (closing at 9:00 p.m.) beginning September 7th.

Liability Insurance Renewal

Executive Director Shepard discussed that the Library's Property, Liability, and Workers' Compensation insurance policies are renewed annually on September 1. The renewal of the overall package is \$38,200 which is a 4.04% over the cost of last year's package. Trustee Matthews made a motion to approve the annual Liability and Workers Compensation renewal package as presented with a total cost of \$38,200 by roll call vote. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 5: Barnett, Chu, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 2: Baba, Hackney

There being 5 affirmative votes, the motion passed.

Ordinance #227, 02% Building and Maintenance Tax

Executive Director Shepard presented Ordinance #227: .02% Building and Maintenance Tax Levy to the Board. Discussion was held and questions were answered. Trustee Roalkvam made a motion to approve Ordinance #227: .02% Building and Maintenance Tax Levy for FY 2021-2022 as presented. Trustee Matthews seconded the motion.

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AYES: 5: Barnett, Chu, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 2: Baba, Hackney

There being 5 affirmative votes, the motion passed.

Half-Day Closing - Staff-in-Service - November 4, 2021

Executive Director Shepard discussed that the building would be closed until 1:00 p.m. On Thursday, November 4, 2021. Since we will not be holding Staff Institute Day again this year this would be an opportunity to recognize staff for service awards and to conduct department meetings and training. Trustee Matthews made a motion to close the library for a staff in-service day on November 4, 2021 until 1:00 p.m. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 5: Barnett, Chu, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 2: Baba, Hackney

There being 5 affirmative votes, the motion passed.

TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$8,243,123.70 at the end of July, 2021 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #867

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #867 for \$594,863.41. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 5: Barnett, Chu, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 2: Baba, Hackney

There being 5 affirmative votes, the motion passed.

FOUNDATION UPDATE

President Barnett noted that the Foundation sent out an eblast to members discussing upcoming events including a Culver's event and upcoming book sale. Executive Director Shepard noted that the Foundation will be putting in a little free library in Green Lakes Park in Buffalo Grove. The cost will be underwritten by the Buffalo Grove Bank and Trust and Buffalo Grove Rotary Club. The Foundation will contribute books.

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PRESIDENT'S DISCUSSION

President Barnett reminded Trustees that ILA's meeting will be held virtually this year on October 12-14, 2021.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard noted that we are in the process of refreshing our Strategic Plan. The Management Team discussed the process of moving forward. Board members will also be asked to participate some time in the fall. He also noted that, since May, we have either promoted or hired 18 staff members. During the pandemic many positions were not filled because we didn't want to be overstaffed while the library was closed.

ADJOURNMENT

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

On the roll call vote was:

AYES: 5: Barnett, Chu, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 2: Baba, Hackney

There being 5 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 7:53 p.m.