

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, September 8, 2021
7:00 p.m. - Remote

CALL TO ORDER

President Barnett called the meeting to order at 7:04 p.m.

ATTENDANCE

On the roll call, the following trustees were present:

Present: Vicki Baba, Louise Barnett, John Chu, Henry Hackney, Jr., Bruce Matthews, Donald Roalkvam and Andrew Sitshela

Absent: None

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 correction was made to the Board Meeting Minutes. The date on the document should be changed to August 18, 2021. A motion was made by Trustee Matthews to approve the Consent Agenda items with the above mentioned change. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 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

Ordinance 228: FY 2021-2022 Budget and Appropriation

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

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Matthews, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

NEW BUSINESS

Virtual Programs and Services Update

Deputy Director Uden discussed the door count numbers for August. We averaged about 500 visitors a day. It's less than what it was pre-pandemic, but it has been steadily increasing. We returned to a 9:00 p.m. closing time and will continue to monitor traffic in the building between 8:00 p.m. and 9:00 p.m. Deputy Director Uden also noted that the Launch Pad has reopened. Also, our first series of in-person programs will be beginning in September. Contingency plans are in place in case the programs need to be changed to virtual. Finally, she noted that we are aligned with the CDC, IDPH and Cook County Health Department as far as requiring masks being worn by staff and members of the public in all staff and public areas of the building.

TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$7,858,797.97 at the end of August, 2021 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT PROCESS - SEPTEMBER 2021

The September warrant was not included in the packet this month because the September Board meeting was moved from the normal third Wednesday of the month to the second Wednesday of the month due to Yom Kippur. The date change created unexpected complications for the bill payment process due to the time needed to get the Board packet together and the timing of several of our vendors' billing cycles. The plan is to run checks on the normal third Wednesday of the month, which would be September 15th. Warrant #868 for September will be created and shared with the Board Treasurer. The Treasurer will review the warrant and approve the release of the checks. Checks will be mailed on or about September 16th. Both September Warrant #868 and October Warrant #869 will be shared with the full Board at the October 21, 2021 Board meeting. This process has been discussed with our attorney, Roger Ritzman.

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President Barnett made a motion to release Warrant #868 checks upon review by the Board Treasurer. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Chu, Hackney, Roalkvam and Sitsshela

NAYES: 0

ABSTAIN: 1: Matthews

ABSENT: 0

There being 6 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett noted that the format of the Executive Director's Evaluation form is being revamped by herself and Trustee Baba. Also, there will be a dedication on September 26th at 9:30 a.m. for the little free library in Greenlake Park that is sponsored by Buffalo Grove Rotary, Buffalo Grove Bank & Trust and the Indian Trails Public Library Foundation. She encouraged Trustees to attend if they are able.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard noted that he is working on compiling his performance feedback that highlights the past year for the Board for his annual performance review and will get the information to Board members in the next week. He also discussed that he is working on a request by an individual that wishes to be annexed into our library district. He is working with some area libraries to determine if the Villages of Northbrook or Glenview are going to annex some properties, since those would automatically be incorporated into their library boundaries. He is also waiting to hear back from our attorney on the matter. He will report back to the Board when he has the information.

ADJOURNMENT

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

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Matthews, Roalkvam and Sitsshela

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 7:47 p.m.