

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, October 20, 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: 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: Jamie Wilkey - Lauterbach and Amen

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 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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A motion was made by Trustee Matthews to move the audit presentation to after the Public Comments. 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

FY2020-2021 Audit Presentation

Jamie Wilkey, of Lauterbach & Amen, presented the audited financial reports for the 2020-2021 fiscal year. Discussion was held and questions were answered. After reviewing the 2020-2021 Fiscal Year Reports, Trustee Matthews made a motion to accept the 2020-2021 Fiscal Year Audited Financial Reports as presented. Trustee Sitshela 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.

UNFINISHED BUSINESS

Policy Updates

Trustee Hackney made a motion to approve the following policies as presented with an effective date of November 1, 2021. Trustee Roalkvam seconded the motion.

2.14 Launch Pad

3.10 Member Confidentiality

3.11 Identity Protection

3.51 Reference Services

3.52 Library Programming

3.53 Outreach and Homebound Services

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.

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Homebound Services Update

Deputy Director Uden gave an update on the Homebound Services program that was started in January. She noted that between January 1 - September 30 there were 73 mailings of library materials to members with an average of 10 members receiving materials a month for this service at an average postage cost of \$37.00 per month. She also noted that from June 1 - September 30 there have been 61 deliveries to members at residential facilities. Deputy Director Uden said that a final update to the service will be provided again after the end of the year.

NEW BUSINESS

Virtual Programs and Services Update

Deputy Director Uden discussed the library service hours returning to 9:00pm. She noted that the number of visitors in September is about 41% of what we would have expected pre-pandemic and with an average of 485 visitors per day traffic remained fairly consistent. She also mentioned that we have returned to some in-person programs in September. Also, we are planning on bringing back additional youth services once vaccines are authorized for children aged 5-11.

Executive Director Compensation

President Barnett discussed that she met with Executive Director Shepard to discuss his yearly performance evaluation. She thanked the other Trustees for their input and Trustee Baba for her assistance in revising the performance evaluation form. President Barnett made a motion to increase Executive Director Shepard's salary 3.75% effective with the October 20, 2021 payroll. In addition, he will receive an additional week of vacation added at his anniversary date. His technology allowance of \$500 per calendar year will also be continued. Trustee Matthews 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.

TREASURER'S REPORT

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$8,869,587.93 at the end of September, 2021 in the various accounts. The reports were discussed and questions were answered.

IMET - UPDATE - FINAL

Executive Director Shepard discussed that in January, 2014 the Library invested library funds into the Illinois Metropolitan Investment Fund (IMET). IMET is a consortium of public

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agencies that combines and invests funds to enhance the investment opportunities available and to increase the investment earnings to the benefit of the respective municipalities. In September of 2014, IMET was notified that certain repurchase agreements between Pennant Management, Inc. and IMET that were backed by First Farmers Financial, LLC (FFF) securities were in default, and that the loan documents from FFF were forged. IMET took legal action seeking repayment. The legal actions have been working their way through the courts, and have finally come to a conclusion.

At the conclusion of fiscal year 2014-2015, the Library's accountants recommended writing off the Library's investment that was involved in the FFF fraud, as it was uncertain when and/or if the amount would be repaid. Library staff wrote off the amount, which was equal to \$240,024. On September 15, 2021, the library received a check for \$9,151, bringing the total repayments to \$142,690 or 59.45%. Included with the payment was a letter stating that IMET does not anticipate any further recoveries or distributions. The final loss to the Library is \$97,334.

TREASURER'S WARRANT #868

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #868 for \$594,863.41. 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.

TREASURER'S WARRANT #869

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #869 for \$656,048.08. 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 (due to technical issues)

There being 6 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett noted that Trustees Hackney and Sitshela participated in the virtual Illinois Library Association conference. She also mentioned that she saw the StoryWalk at Greenlakes Park, as well as the Little Free Library.

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EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard noted that the November Board meeting will be held in person at the library. He also discussed that we have hired an EDI consultant that will be working with staff to help us be strategic on how we move forward as an organization. The consultant will be coming to a future Board workshop. Also, we have received over 650 responses to our library survey so far. Focus groups with library members have been scheduled for the week of November 8th. Strategic Planning consultant, Amanda Standerfer, will be speaking with Trustees at a future board meeting. Executive Director Shepard also mentioned that the library will be closed for the morning of November 4th for our All Staff meeting and staff service awards recognitions. Trustees are welcome to attend. Finally, Executive Director Shepard noted that the Circulation department is finally fully staffed.

ADJOURNMENT

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

President Barnett adjourned the meeting at 8:24 p.m.