

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, November 17, 2021
Immediately Following Public Hearing at 7:00 p.m. - Lake Room

CALL TO ORDER

President Barnett called the meeting to order at 7:03 p.m.

APPROVAL OF REMOTE ATTENDANCE

A motion was made by President Barnett and seconded by Trustee Roalkvam to approve the attendance of Trustee Matthews via electronic means.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 6 affirmative votes, the motion passed.

ATTENDANCE

On the roll call, the following trustees were present:

Present: Vicki Baba, Louise Barnett, John Chu, Henry Hackney Jr., Bruce Matthews (via remote), Don Roalkvam and Andrew Sitshela

Absent: None

Also present were:

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

Guests: Doris Wagner (remote)

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 and seconded by Trustee Sitshela to approve the Consent Agenda items.

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

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COMMENTS ON CONSENT AGENDA ITEMS

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

PUBLIC COMMENTS

None

UNFINISHED BUSINESS

Ordinance #229 - Levy and Appropriation for Fiscal Year 2021-2022

Trustee Matthews made a motion to approve Ordinance 229: Levy and Appropriation for the Fiscal Year 2021-2022 by Roll Call vote 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.

Financial Policies

President Barnett made a motion and Trustee Baba seconded the motion to approve updates to the following policies as presented:

- 4.00 Fiscal Authority
- 4.10 Investment Policy
- 4.20 Budgeting and Disbursements
- 4.21 Corporate Credit Card
- 4.22 Outstanding Check Policy - NEW
- 4.30 Disposal of Property
- 4.40 Debt Management
- 4.50 Fund Balance
- 4.60 Capital Assets

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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Programs and Services Update

Deputy Director Uden discussed that library visits have remained steady this month with about 400 more people visiting our locations in October than in September. She noted that there have been some slight shifts in our service delivery. We are serving more people via virtual programs and asynchronous program viewing. She noted that the Middle Ground will be having a soft opening on December 13th and will be open during winter break. Also, the Early Learning Area will be reopening on January 3rd. Deputy Director Uden mentioned that the library has partnered with several local organizations to begin offering a monthly local memory cafe group to allow people experiencing memory loss and a loved one to connect, socialize and build new support networks. Finally, library staff are currently testing a Roku device for circulation among ITPLD district members. This will allow them to stream services such as Netflix, Hulu and Disney Plus without having a smart tv.

NEW BUSINESS

Illinois Libraries Presents Intergovernmental Agreement

Deputy Director Uden discussed the intergovernmental agreement that would allow our library to partner with other libraries to jointly present programs which will increase our ability to provide programs and maximize our funding by sharing the cost with other libraries. The agreement will provide one virtual program a month for all member libraries for a total of 6 programs during the January - June 2022 pilot period.

President Barnett made a motion to approve the Illinois Libraries Presents Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services and cost to participate in the pilot program in the amount of \$1,150. Trustee Chu 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.

FY22 Per Capita Grant Application

The annual Per Capita Grant Application was reviewed at the November Board workshop. Discussion was held and questions were answered at that time. Trustee Roalkvam made a motion to approve the FY2022 Per Capita Grant Application. Trustee Sitshela seconded the motion.

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

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Resolution to Transfer Corporate Funds to Special Reserve

Executive Director Shepard discussed that due to lower spending than budgeted, there was an increase in the Corporate Fund balance. He noted that it would be prudent to move some of that increase to the Special Reserve to build the reserve so it would be available for future capital needs.

Trustee Roalkvam made a motion to approve RESOLUTION NO. 0111721 for the movement of \$560,000 from the Corporate Fund to the Special Reserve Fund by roll call vote. Trustee Matthews seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Matthews, Roalkvam and Sitshele
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 \$10,110,611.15 at the end of October, 2021 in the various accounts. The reports were discussed and questions were answered.

TREASURER'S WARRANT #870

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #870 for \$594,680.06. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Matthews, Roalkvam and Sitshele
NAYES: 0
ABSTAIN: 0
ABSENT: 0

There being 7 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett noted that she addressed the staff at the November 4th All Staff meeting and thanked them for their hard work this past year.

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EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard discussed that Amanda Standerfer will be attending the December 1, 2021 board workshop remotely to discuss updates to the Strategic Plan. Trustees decided that the workshop will be held virtually. Also, since there are not any agenda items for the December 15, 2021 board meeting, Executive Director Shepard asked the Trustees if they thought it was necessary to hold the meeting. Trustees agreed to cancel the meeting. President Barnett and Trustee Matthews will come to the library to review the warrant and it will be approved at the January 19, 2022 meeting.

ADJOURNMENT

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

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

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