

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, December 16, 2020**  
**7:00 p.m. - Via Remote**

The meeting of the Board of Library Trustees will be held without a quorum of Library Trustees physically present. The Library Trustees will conduct the Board meeting with Library Trustees attending remotely via electronic means in accordance with Public Act 101-640. Members of the public are invited to attend by going to [www.indiantrailslibrary.org/BoardMeeting](http://www.indiantrailslibrary.org/BoardMeeting) or by contacting Robyn Franklin at 847-279-2242 at least 1 hour in advance of the meeting.

**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 and Donald Roalkvam

Absent: Jamie Bulger

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Jennifer Wonsowicz 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 Hackney to approve the Consent Agenda items. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

**COMMENTS ON CONSENT AGENDA ITEMS**

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, December 16, 2020**  
**7:00 p.m. - Via Remote**

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

**PUBLIC COMMENTS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**Temporary Covid-19 Sick Leave Policy**

HR Manager, Jennifer Wonsowicz, discussed a temporary Covid-19 sick leave policy. She noted that there is no indication at this time that the Families First Coronavirus Response Act (FFCRA) will be extended past its end date of December 31, 2020. The recommendation is to create a Covid-related paid sick leave bank of time for all employees of up to 2 weeks of time based on their budgeted average hours beginning January 1, 2021 and extending to June 30, 2021. Trustee Roalkvam made a motion to approve Covid-Related Sick Leave time effective January 1, 2021. Trustee Baba seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

**Strategic Plan Activity Plan 2021**

Executive Director Shepard discussed the library-wide activities that staff plan to undertake in 2021 to support the library's strategic plan. Trustee Hackney made a motion to accept the 2021 Activity Plan as presented. Trustee Matthews seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

**New Year's Eve 2020 Closing**

Executive Director Shepard noted that the library is normally open from 9:00am to 1:00 pm on New Year's Eve and all full-time staff are given 3.5 hours of paid holiday time for the day. He is proposing that the library close for the full day due to the fact that the library is only offering

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, December 16, 2020**  
**7:00 p.m. - Via Remote**

drive-up service at this time. He is also proposing that all full-time staff be granted an additional 4 hours of paid time off. Trustee Roalkvam made a motion to approve closing the library for the full day of December 31, 2020 and grant all benefited full-time employees an additional 4 hours of paid holiday time for the day. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Matthews and Roalkvam

NAYES: 0

ABSTAIN: 1: Chu

ABSENT: 1: Bulger

There being 5 affirmative votes, the motion passed.

**Temporary Hours of Operation**

Deputy Director Uden discussed that staff have monitoring doorcount, occupancy levels and circulation transactions to identify possible trends by members utilizing in-person or drive-up services during the last few months. Based on these statistics it is proposed that library service hours be changed to the following from January 4 - May 31, 2021: Monday - Friday 9 am - 8 pm, Saturday 9 am - 5 pm (no change) and Sunday 12 - 5 pm (no change). Trustee Hackney made a motion to approve changes to the library hours of service Monday through Friday to close at 8 pm from January 4 - May 31, 2021. Trustee Roalkvam seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Bulger

There being 6 affirmative votes, the motion passed.

Deputy Director Uden also noted that we are proposing a potential return to in-person services on January 18, 2021. This would include browsing, printing, faxing, copying and limited service hours at the Branch. The decision to reopen will be evaluated on January 11th to give staff enough time to put the proper steps in place.

Staff is also working to put in place a service to mail materials to homebound residents. This program is on track to begin in January, 2021.

**TREASURER'S REPORT**

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$8,768,998.71 at the end of November, 2020 in the various accounts. The reports were discussed and questions were answered.

Trustee Hackney left the meeting at 8:14 pm

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, December 16, 2020**  
**7:00 p.m. - Via Remote**

**TREASURER'S WARRANT #859**

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #859 for \$506,171.41. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Chu, Matthews and Roalkvam  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 2: Bulger, Hackney

There being 5 affirmative votes, the motion passed.

**PRESIDENT'S DISCUSSION**

President Barnett attended the recent All Staff meeting and thanked the staff, on behalf of the Board, for their work this past year. She also mentioned an upcoming Trustee event presented by RAILS on January 20, 2021.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard discussed the All Staff meeting. He noted that all managers presented highlights from 2020. Staff anniversaries and other accomplishments were highlighted. He also noted that he will be on vacation until January 5th.

**ADJOURNMENT**

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

On the roll call vote was:

AYES: 5: Baba, Barnett, Chu, Matthews and Roalkvam  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 2: Bulger, Hackney

There being 5 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 8:25 p.m.