

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, February 16, 2022**  
**7:00 p.m. - via 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, Don Roalkvam and Andrew Sitshela

Absent: None

Also present were:

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

Guests: Erin Hauck

**ADDITIONS TO THE AGENDA**

A Foundation update has been added after the President's Report.

**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: 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**

Foundation Board member Erin Hauck introduced herself and expressed her interest in joining the Library Board for the remainder of Trustee Matthews' term.

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, February 16, 2022**  
**7:00 p.m. - via remote**

**UNFINISHED BUSINESS**

**Programs and Services Update**

Deputy Director Uden discussed the Digital and Maker Services Re-energizing recess that will take place in March. She noted that during this time the Launch Pad and Media Labs will be closed while staff meet together, attend training, perform equipment maintenance, visit area Makerspaces and explore new creative experiences to bring to our members. Deputy Director Uden also discussed the adjustment to our services. We are preparing to bring back toys and the ball machine in the Youth Services area at the beginning of March. We are also planning on opening up the vending machines when the Cook County Vaccination Mandate is no longer in effect.. We will be changing our signage to reflect the expiration of the mask mandate. We will say that “masks are recommended, not required”. We are also planning to bring back in-person programs, homebound deliveries and ESL Lab hours at the beginning of March. Both in-person and virtual programs will be available for members in March and April.

**NEW BUSINESS**

**Trustee - Future Vacancy**

President Barnett discussed that with Trust Matthews leaving the Board, we will need to fill the vacancy for 1 year. Trustees discussed the options of how to fill the seat. The opening will be posted on our website and in the library. Interested candidates are asked to submit a completed questionnaire by March 4th.

**FY2022 - 2023 Budget Calendar**

Executive Director Shepard shared the FY 2022 - 2023 budget calendar, which highlights the steps leading up to presenting the final budget to the Board in September.

**TREASURER’S REPORT**

Trustee Matthews presented the financial reports. The funds were in balance with a total of \$8,817,413.70 at the end of January, 2022 in the various accounts. The reports were discussed and questions were answered.

**TREASURER’S WARRANT #873**

After reviewing selected invoices, Trustee Matthews made a motion to approve Warrant #873 for \$544,030.86. 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.

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, February 16, 2022**  
**7:00 p.m. - via remote**

**PRESIDENT'S DISCUSSION**

President Barnett reminded Trustees of the virtual Legislative Meet-Up on Monday, February 20th. President Barnett also discussed the need to replace Trustee Matthews as Treasurer. Trustee Chu volunteered for the position.

**FOUNDATION UPDATE**

Trustee Baba reported that she attended the recent used book sale and it was a huge success and raised over \$2,100.

**EXECUTIVE DIRECTOR'S DISCUSSION**

Executive Director Shepard said that he received the 2020 Census Data from the Illinois State Library that worked with Southern Illinois University. The biggest takeaway is that our library district population went down by about 1,600 people which is a 2.4% decrease. Per capita that will be about a \$2,400 decrease per year. He also noted that Amanda Standerfer will present updates to our Strategic Plan at the March workshop. Finally, a few years ago Executive Director Shepard worked with State Representative Didech on a capital projects grant of \$58,000. Those funds have recently become available. In the coming weeks and months some construction projects that will benefit the library and community will be brought to the Board.

**ADJOURNMENT**

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

President Barnett adjourned the meeting at 8:20 p.m.