

**MINUTES**  
**INDIAN TRAILS PUBLIC LIBRARY DISTRICT**  
**355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090**  
**MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
**Wednesday, August 17, 2022**  
**7:00 p.m. - Lake Room**

**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, Erin Hauck, 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: 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 Roalkvam and seconded by Trustee Hauck to approve the Consent Agenda items.

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

**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**

**Policy Updates**

Trustee Hauck made a motion to **approve the updates to Policy 3.20 Library Use and Loan Periods as presented.** Trustee Roalkvam seconded the motion.

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

Trustee Hauck made a motion to **approve updates to Policy 2.34 Study Room Use as presented**. Trustee Roalkvam seconded the motion.

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

Trustee Hauck made a motion to **approve updates to HR Policy Section 7.3 Vacation as presented with an effective date of October 1, 2022**. Trustee Roalkvam seconded the motion.

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

Trustee Hauck made a motion to **approve updates to HR Policy Section 7.1 Holiday as presented with an effective date of October 1, 2022**.

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

**NEW BUSINESS**

**Liability Insurance Renewal**

Executive Director Shepard discussed the Library's Property, Liability, and Workers' compensation insurance policies are renewed annually on September 1. The renewal of the overall package is \$45,707. This reflects a \$7,742 increase, or a 20% increase over the previous year. The majority (55%) of the increase is due to the Data Breach (also referred to as cyber liability) portion of the policy. Other areas that have increased include automobile coverage and property insurance. The overall increase, while high, is not unexpected considering that the cost of everything has risen in the past year. Trustee Baba made a motion to **approve the annual Liability and Workers Compensation renewal package including the data breach coverage as presented with a total cost of \$45,707.00 by roll call vote**. Trustee Sitshela seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Hauck, Roalkvam and Sitshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

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**Ordinance #231, .02% Building and Maintenance Tax**

Executive Director Shepard presented Ordinance #227: .02% Building and Maintenance Tax Levy to the Board. Discussion was held and questions were answered. Trustee Roalkvam made a motion to **approve by roll call vote Ordinance #231, the .02% Building and Maintenance Tax Levy for Fiscal Year 2022-2023.** Trustee Hauck seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Hauck, Roalkvam and Sitshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

**ILA Conference, Rosemont, IL, October 18-20 2022**

Trustee Hauck made a motion to **approve Travel Expense Reimbursement Requests for the 2022 ILA Annual Conference for an amount not to exceed \$500.00 each for the following trustees: Vicki Baba, Louise Barnett, John Chu, Henry Hackney, Jr., Erin Hauck, Donald Roalkvam and Andrew Sitshela.** Trustee Sitshela seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Hauck, Roalkvam and Sitshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

**TREASURER'S REPORT**

Trustee Chu presented the financial reports. The funds were in balance with a total of \$9,337,755.90 at the end of July, 2022 in the various accounts. The reports were discussed and questions were answered.

**TREASURER'S WARRANT #879**

After reviewing selected invoices, Trustee Chu made a motion to **Approve Warrant #879 for \$590,037.91.** Trustee Hauck seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Hauck, Roalkvam and Sitshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

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**PRESIDENT’S DISCUSSION**

President Barnett recommended that Trustees attend the Illinois Library Association annual conference that is being held at the Donald E. Stephens Convention Center in Rosemont October 18-20.

**EXECUTIVE DIRECTOR’S DISCUSSION**

Executive Director Shepard noted that packets will be ready in September for trustee elections. Trustees Baba, Chu, Hauck and Roalkvam will be up for re-election. He also discussed an Adult Services Programming survey that was included in the September/October newsletter. Finally, he discussed and handed out buttons that say “Want to Join the Conversation?” which are a new component of our outreach program to promote community engagement. Trustees are encouraged to wear them at outreach events.

**CLOSED SESSION**

A motion was made by Trustee Hauck to move to closed session per ILCS, Chapter 5, 120/2.(c)(2): Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. Trustee Roalkvam seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Chu, Hackney, Hauck, Roalkvam and Sitshela  
NAYES: 0  
ABSTAIN: 0  
ABSENT: 0

There being 7 affirmative votes, the motion passed.

The meeting moved to closed session at 7:59 p.m.

**RETURN TO OPEN SESSION**

A motion was made by Trustee Hauck and seconded by Trustee Hackney to adjourn the closed session and return to open session.

On the voice vote all were in favor and the motion carried. The closed session adjourned at 9:01 p.m. and the Board returned to open session.

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**ACTIONS RESULTING FROM CLOSED SESSION**

Trustee Hauck made a motion to **approve the compensation plan that was discussed in the compensation study recommended by HRSource**. Trustee Hackney seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 1: Chu

ABSENT: 0

There being 6 affirmative votes, the motion passed.

**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, Hauck, Roalkvam and Sitshela

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 9:02 p.m.