

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, October 6, 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, Liz Poppenhouse and Robyn Franklin

Guests: Jamie Rachlin and Roger Ritzman

ADDITIONS TO THE AGENDA

None

PUBLIC COMMENTS

None

LIBRARY ATTORNEY Q & A

The library's attorney, Roger Ritzman, answered various questions from Trustees. The questions included topics such as Covid vaccine mandates, remote board meetings and process for Trustees to reach out to the attorney for information.

LONG RANGE FINANCIAL PLAN

Jamie Rachlin, the library's municipal financial advisor, gave a presentation on the feasibility and affordability of building a new library branch location.

POLICY UPDATES

2.14 Launch Pad

Digital and Maker Services Manager, Liz Poppenhouse, discussed changes to the Launch Pad policy. She noted the change to offer members a weekly free allotment of supplies. This would be more equitable and avoid the time consuming task of charging members sales tax for the supplies.

3.10 Member Confidentiality

Minor changes to the policy.

3.11 Identity Protection

No changes to the policy.

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3.51 Reference Services

Minor changes to the policy.

3.52 Library Programming

Virtual programs were added, as well as other minor wording changes.

3.53 Outreach and Homebound Services

The materials by mail program was added, as well as defining Outreach.

EXECUTIVE DIRECTOR REVIEW PROCESS

President Barnett thanked Trustee Baba for helping revise the Executive Director Review form. She noted that she has spoken to each Trustee separately and the next step will be to discuss the review forms with Executive Director Shepard. Trustees will vote on the Executive Director's compensation package at the October 20, 2021 Board meeting.

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 8:04 p.m.