

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, November 3, 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 and Robyn Franklin

Guests: None

ADDITIONS TO THE AGENDA

None

PUBLIC COMMENTS

None

SERVING OUR PUBLIC 4.0 REVIEW

As a requirement of the Per Capita Grant Application, Trustees reviewed *2020 Serving Our Public 4.0*. Executive Director Shepard discussed that the library meets or exceeds virtually all of the standards listed.

2021 LEVY DISCUSSION

Executive Director Shepard discussed that the levy that is passed this year will be used to fund the services of the Indian Trails Public Library District in the coming year. The Library District receives approximately 95% of its operating revenue from local property taxes. Each year's levy builds on the prior year's levy. The levy amount received (not asked for by the district, but actually received from Cook and Lake County) is what is used as a basis to calculate the next year's levy. This year staff are recommending a 3.5% increase to the levy. Discussion was held and questions were answered. The levy will be brought to the Trustees for approval at the November 17, 2021 meeting.

FINANCIAL POLICIES REVIEW

The following policies were reviewed and the proposed changes are noted.

4.00 Financial Authority

Updating of titles and grammatical corrections

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4.10 Investment

Added verbiage recommended by Roger Ritzman (the Library's attorney) regarding the Illinois Sustainable Investing Act.

4.20 Budgeting and Disbursements

Updating of titles and verbiage relating to the release of checks prior to the board meeting if it would result in late fees, delay a project or jeopardize a loan.

4.21 Corporate Credit Card

Updating of titles and the inclusion of the need for both the user's signature and their manager's approval signatures on the corresponding receipts.

4.22 Outstanding Check Policy

A new policy requested by the library's auditors. The policy sets procedures for handling outstanding (uncashed) checks issued by the library.

4.30 Disposal of Property

Spelling correction and the removal of duplicate wording.

4.40 Debt Management

Updating of titles, grammar corrections and verbiage stating compliance with Federal law, US SEC regulations and IL Compiled Statutes.

4.50 Fund Balance

Capitalization Correction.

4.60 Capital Assets

Grammatical corrections.

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: Hackney and Sitshela

There being 5 affirmative votes, the motion passed.

President Barnett adjourned the meeting at 7:34 p.m.