

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, September 20, 2023
7:00 p.m. - Lake Room

CALL TO ORDER

President Barnett called the meeting to order at 7:02 p.m.

ATTENDANCE

On the roll call, the following trustees were present:

Present: Vicki Baba, Louise Barnett, Henry Hackney, Jr., Erin Hauck, Caitlyn Keenan, Mary Moodhe

Absent: Andrew Sitshela

Also present were:

Staff: Executive Director Brian Shepard, Deputy Director Ryann Uden, Susan Beal, Jennifer Wonsowicz and Robyn Franklin

Guests: Jamie Rachlin, Meristen Advisors

ADDITIONS TO THE AGENDA

There will be another topic discussed during the Closed Session – Property Purchase

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 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

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Ordinance 237: FY 2023-2024 Budget and Appropriation

Trustee Moodhe made a **motion to adopt Ordinance 237, the Combined Annual Budget and Appropriation Ordinance for Library Purpose for the Fiscal Year 2023-2024 by Roll Call Vote**. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, the motion passed.

Flood Insurance Proposal

Susan Beal discussed the quotes that were presented for flood insurance for the Branch. Trustees agreed that, at this point in time, they would like to table the discussion.

HR Policies

Trustee Hauck made a **motion to approve the suggested changes to the Employee Handbook Policies as described in the memo and in red and blue font and highlighted on the attached policies with an effective date of January 1, 2024**. Trustee Moodhe seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, the motion passed.

NEW BUSINESS

LIMRiCC IGA Update

Resolution 092023-1 Administrative Changes and Resolution 092023-2 Substantive Changes

Trustee Moodhe made a **motion to approve Resolution 092023-01 – Administrative Changes and Resolution 092023-2 Substantive Changes**. Trustee Hauck seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, the motion passed.

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Long Range Financial Plan

Jamie Rachlin, of Meristen Advisors, discussed the Library's financial position in relation to the ability to support an additional branch location. He noted that the Library has been able to operate consistently with a surplus in recent years. He also discussed that the obligation to pay debt service of approximately \$600,000 per year ends in FY2027, which would provide additional financial flexibility at that time. His assessment is that the initial projection indicates that the proposed branch is economically feasible given the Library's current revenue stream and cost assumptions.

TREASURER'S REPORT

Trustee Hauck presented the financial reports. The funds were in balance with a total of \$9,490,312.87 at the end of August 2023 in the various accounts. The reports were discussed, and questions were answered.

TREASURER'S WARRANT #892

After reviewing selected invoices, Trustee Hauck made a motion to **Approve Warrant #892 for \$798,961.86**. Trustee Moodhe seconded the motion.

On the roll call vote was:

AYES: 6: Baba, Barnett, Hackney, Hauck, Keenan, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Sitshela

There being 6 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett shared an article from ALA that discussed the increase in challenges to library materials in public libraries. She wanted Trustees to be aware of the issue.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard showed Trustees the new receipts that show members how much money they save by using the library. The receipts can also be used to promote library programs. He also noted that at the October 4, 2023 workshop Trustees will receive training on Office 365.

RECESS

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Trustee Moodhe made a motion to take a short recess at 8:12 p.m. Trustee Hauck seconded the motion. On the voice vote all were in favor and the motion carried.

Trustee Moodhe made a motion to return to open session at 8:18 p.m. Trustee Hauck seconded the motion. On the voice vote all were in favor and the motion carried.

CLOSED SESSION

At 8:19 p.m. a motion was made by President Barnett and seconded by Trustee Moodhe to **move to closed session per ILCS, Chapter 5, 120/2.(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.** On the voice vote all were in favor and the motion carried.

RETURN TO OPEN SESSION

A motion was made by Trustee Moodhe and seconded by Trustee Hauck 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 9:05 p.m. and the Board returned to open session.

ADJOURNMENT

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

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

President Barnett adjourned the meeting at 9:06 p.m.