

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK, WHEELING, IL 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, August 7, 2024
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: Louise Barnett, Vicki Baba, Christine Melone, Mary Moodhe

Absent: Henry Hackney, Jr., Erin Hauck, Caitlyn Keenan

Also present were:

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

ADDITIONS TO THE AGENDA

None

PUBLIC COMMENTS

None

FY 2024-25 FINAL BUDGET DISCUSSION

Executive Director Shepard reviewed changes that were made to the draft budget. He noted that the final budget will be presented for a public hearing and final approval at the September 18, 2024 meeting.

ITPLD VALUES UPDATE

As part of the strategic goals for 2023-2024, the library values were reviewed to determine if our current values accurately reflect the values of the library and if employees feel connected to the values. Changes to the values statements were discussed. The current values of the library are Service, Respect, Trust, Compassion, Innovation and Curiosity.

POLICY UPDATES

Section 6.2 - Standard Workweek

Susan Beal noted that every 11 years there are 27 payrolls instead of the standard 26. This will occur again in 2025. This will affect the 2025-2026 budget since there will be an extra payroll for exempt employees. The library has historically paid the exempt staff for their extra payroll, but it has not been noted in the library's policies.

Part Time Employees – Jury Duty

Executive Director Shepard discussed adding the benefit of paid time for jury duty for part time staff that will be similar to the benefit for full time staff.

2.12 - Middle School Area

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK, WHEELING, IL 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, August 7, 2024
7:00 p.m. - Lake Room

Executive Director Shepard noted that we are changing the focus of the Middle Ground area to include students in grades 6-12 (instead of just 6-8). The revision to the policy will be to change the name of the space to Teen Space.

2.23 - Unattended Child Policy

Executive Director Shepard discussed making a change to the policy that removes the requirement that staff always attempt to contact an unattended child's parent or guardian in cases of disruptive behavior or suspension.

REVIEW BOARD MINUTES FOR IPLAR

Two members of the Board of Trustees will review the agendas and meeting minutes for the last fiscal year (July 1, 2023 – June 30, 2024) to ensure that they are in order and are without errors or discrepancies to be submitted as part of the Illinois Public Library Annual Report (IPLAR).

ADJOURNMENT

A motion was made by Trustee Moodhe to adjourn the meeting. Trustee Melone seconded the motion.

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

President Barnett adjourned the meeting at 7:43p.m.