

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, August 21, 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: Vicki Baba, Louise Barnett, Henry Hackney, Jr., Caitlyn Keenan, Mary Moodhe

Absent: Erin Hauck, Christine Melone

Also present were:

Staff: Executive Director Brian Shepard, Susan Beal, and Robyn Franklin

Guests: Jack Cook, Cook & Kocher

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 Moodhe and seconded by Trustee Hackney to approve the Consent Agenda items, except for the policy updates regarding the standard workweek and jury duty for part time employees. On the voice vote all were in favor and the motion carried.

A motion was made by Trustee Keenan and seconded by Trustee Moodhe to approve the policy updates regarding the standard workweek and jury duty for part time employees effective January 1, 2025. 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.

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PUBLIC COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Ordinance to Accept Resignation and Declare Trustee Vacancy

Trustee Moodhe made a **motion to accept the resignation of Erin Hauck and declare a trustee vacancy**. Trustee Keenan seconded the motion.

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

Appoint Treasurer

President Barnett made a **motion to appoint Trustee Moodhe Treasurer for the remainder of the term vacated by Trustee Hauck**. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Keenan, and Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Melone

There being 5 affirmative votes, the motion passed.

Approval of 5 Year Cisco Maintenance Contract

Executive Director Shepard discussed the Cisco Acts Support, which covers the library's core network equipment for warranty and support over the next five years. Trustee Moodhe made a **motion to approve the purchase of the Cisco Acts in the amount of \$41,026.35**. Trustee Keenan seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Keenan, and Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Melone

There being 5 affirmative votes, the motion passed.

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2023-2024 IPLAR

Executive Director Shepard discussed the 2023-2024 Illinois Public Library Annual Report. Trustee Keenan made a **motion to approve the 2023-2024 IPLAR**. Trustee Hackney seconded the motion.

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

Liability Insurance Renewal

The Library's Property, Liability and Workers' Compensation insurance policies are renewed annually on September 1. The library's insurance broker, Jack Cook (Cook & Kocher), presented the insurance package. He discussed the overall package and policy changes. Trustee Moodhe made a **motion to approve the annual Liability and Workers Compensation renewal package as presented with a total cost of \$59,464 by roll call vote**. Trustee Keenan seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Keenan, and Moodhe
NAYES: 0
ABSTAIN: 0
ABSENT: 1: Melone

There being 5 affirmative votes, the motion passed.

Ordinance #242, .02% Building and Maintenance Tax

Executive Director Shepard presented Ordinance #242: .02% Building and Maintenance Tax Levy to the Board. Discussion was held and questions were answered. Trustee Keenan made a motion to **approve by roll call vote Ordinance #242, the .02% Building and Maintenance Tax Levy for Fiscal Year 2024-2025**. Trustee Baba seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Keenan, and Moodhe
NAYES: 0
ABSTAIN: 0
ABSENT: 1: Melone

There being 5 affirmative votes, the motion passed.

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Travel Expense Reimbursement Requests – ILA Conference, Peoria, IL, October 8-10, 2024

President Barnett made a **motion to approve travel expense reimbursement requests for the 2024 ILA Annual Conference for an amount not to exceed \$1, 200.00 for each of the following trustees: Vicki Baba, Louise Barnett, Henry Hackney, Jr., Caitlyn Keenan, Christine Melone and Mary Moodhe.** Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Keenan, and Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Melone

There being 5 affirmative votes, the motion passed.

2024-2025 Strategic Plan Activities

Executive Director Shepard discussed the Strategic Plan Activities for 2024-2025. He noted that this does not include all the projects that staff are working on for the upcoming year

TREASURER’S REPORT

Trustee Moodhe presented the financial reports. The funds were in balance with a total of \$13,243,202.60 at the end of July 2024 in the various accounts. The reports were discussed, and questions were answered.

TREASURER’S WARRANT #902

Trustee Moodhe made a motion to **Approve Warrant #902 for \$716,155.84.** Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Keenan, and Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Melone

There being 5 affirmative votes, the motion passed.

TREASURER’S WARRANT #903

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After reviewing selected invoices, Trustee Moodhe made a motion to **Approve Warrant #903 for \$855,841.12**. Trustee Hackney seconded the motion.

On the roll call vote was:

AYES: 5: Baba, Barnett, Hackney, Keenan, and Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 1: Melone

There being 5 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett encouraged Trustees to attend the annual ILA convention in Peoria, IL in October.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard discussed the Court Library Access project that staff are currently working on with the State of Illinois. The State of Illinois is expecting a launch date of Monday, August 26th. Our library will be launching the program on Tuesday, September 3rd. Executive Director Shepard will have an update for Trustees in September or October.

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 8:23 p.m.