

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK ROAD, WHEELING, ILLINOIS 60090
MEETING OF THE BOARD OF LIBRARY TRUSTEES
Wednesday, September 18, 2024
Immediately following Public Hearing - 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., Caitlyn Keenan, Christine Melone, Mary Moodhe

Absent: None

Also present were:

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

Guests: Cristel Mohrman

ADDITIONS TO THE AGENDA

None

TRUSTEE APPOINTMENT

On the roll call vote **Cristel Mohrman was appointed to fill the vacant Trustee Position.**

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

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 6 affirmative votes, the motion passed.

OATH OF OFFICE FOR NEWLY APPOINTED TRUSTEES

President Barnett administered the Oath of Office to newly appointed Trustee, Cristel Mohrman.

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.

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APPROVAL OF ITEMS ON CONSENT AGENDA

A motion was made by Trustee Baba and seconded by Trustee Mohrman 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

Ordinance 243: FY 2024-2025 Budget and Appropriation

Trustee Melone made a **motion to adopt Ordinance 243, the Combined Annual Budget and Appropriation Ordinance for Library Purpose for the Fiscal Year 2024-2025 by Roll Call Vote**. Trustee Keenan seconded the motion.

On the roll call vote was:

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

NAYES: 0

ABSTAIN: 1: Mohrman

ABSENT: 0

There being 6 affirmative votes, the motion passed.

NEW BUSINESS

HR Policies

Section 3.3 - Employee Records

Trustee Keenan made a **motion to accept the policy change to Employee Handbook Policy 3.3 Employee Records as presented to be effective January 1, 2025**. Trustee Baba seconded the motion. On the voice vote all were in favor and the motion carried.

Section 4.5 - Code of Conduct/Ethics

Trustee Moodhe made a **motion to accept the policy change to Employee Handbook Policy 4.5 Code of Conduct/Ethics as presented to be effective immediately**. Trustee Keenan seconded the motion. On the voice vote all were in favor and the motion carried.

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TREASURER'S REPORT

Trustee Moodhe presented the financial reports. The funds were in balance with a total of \$14,270,549.33 at the end of August 2024 in the various accounts. The reports were discussed, and questions were answered.

TREASURER'S WARRANT #904

After reviewing selected invoices, Trustee Moodhe made a motion to **Approve Warrant #904 for \$675,584.29**. Trustee Melone seconded the motion.

On the roll call vote was:

AYES: 7: Baba, Barnett, Hackney, Keenan, Melone, Mohrman, Moodhe

NAYES: 0

ABSTAIN: 0

ABSENT: 0

There being 7 affirmative votes, the motion passed.

PRESIDENT'S DISCUSSION

President Barnett had nothing to report.

EXECUTIVE DIRECTOR'S DISCUSSION

Executive Director Shepard discussed that we have made big strides in our partnership with School District 21. Our Family Literacy Night with Kilmer School was a considerable success, and the district is encouraging all nine schools to host Family Literacy nights at the library. He also noted that Taste of the Town will be held on October 30th this year and encouraged Trustees to attend.

FOUNDATION DISCUSSION

Vicki Baba, Foundation Liaison, reported that the Foundation will be updating their bylaws.

RECESS

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

Recess was adjourned at 8:22 p.m.

CLOSED SESSION

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At 8:22 p.m. a motion was made by Trustee Moodhe and seconded by Trustee Baba 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 Baba 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 9:12 p.m. and the Board returned to open session.

ADJOURNMENT

A motion was made by Trustee Baba 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 9:13 p.m.