AGENDA
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
650 Deerwood Dr., Shorewood, IL 60404

March 10, 2022
General Meeting
7:00 p.m.

1. Welcome

2. Call to order and roll call of Trustees

3. Changes/Additions to Agenda

4. Approval of Minutes:
   - Regular Meeting, February 10, 2022

5. Comments from the Public
   MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.

6. Treasurer's Report – February 2022

7. Approval and Payment of Bills

8. Correspondence

9. Reports
   a. Director's Report with personnel– Jennie Cisna Mills
   b. Department Heads

10. Old Business
    a. Update to DCEO Grant (**Discussion**)

11. New Business –
    a. Approve revisions to the Board of Trustees By-Laws (**Action)**
    b. Approve Resolution 2022-01 "Opening a Checking Account at Chase Bank" for the purposes of collection license plate renewal fees with $500 seed funds from the General Fund **(Action)**
    c. Approve Resolution 2022-02 "Opening an Interest-Bearing Checking Account at Shorewood-Bank & Trust for the purposes of accounts payable and receivable in expenses related to the DCEO Grant, with $1000 seed funds from the Reserve fund held at Shorewood-Bank &Trust (**Action)**
    d. Approve $150,000 transfer from Reserves to General fund to be repaid by no later than June 30th, 2022 from tax monies received **(Action)**
    e. Library Director's Evaluation (**Discussion)**
    f. Viewing of "Short Takes 1 – What it Means to be a Library Trustee?" **(Discussion)**

12. Announcements
    a. Jennie is on vacation March 14 & March 16th – 17th.

13. Adjourn

Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours in advance of the meeting date.

For further information regarding this meeting agenda, please contact:
Jennie Cisna Mills, Director/815.725.1715 or jmills@shorewoodtroylibrary.org
Shorewood – Troy Public Library District
650 Deerwood Dr., Shorewood, IL 60404

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
February 10, 2022

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:00 p.m. on February 10, 2022. The meeting took place in Meeting Room A of the Library.

ROLL CALL:
TRUSTEES PRESENT:

1. Thomas Novinski
2. Karen Voitik
3. Vito Schultz
4. Phil Besler
5. Tracy Caswell
6. Bob Stahl
7. Amy Chellino

ABSENT: None

STAFF PRESENT:
Jennie Mills, Director
Shalyn Rodriguez, Assistant Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Karen Voitik moved that the minutes of the regular meeting on January 13, 2022 be approved. Vito Schultz seconded the motion and it passed with all present voting yes.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of December 2021	$ 758,635.04
Cash received during December 2021	$ 33,717.10
Disbursements	$(109,488.92)
Cash on Hand End of December 2021	$682,863.22

Location and Denomination of Cash

Petty Cash	$ 300.00
General Fund Checking – Chase	26,417.34
Money Market Fund – Chase	180,946.67
Money Market Fund – Shorewood Bank & Trust	371,327.26
Payroll Account – Chase	3,744.73
PMA Financial CD80197	100,127.22
TOTAL	$682,863.22

APPROVAL AND PAYMENT OF BILLS:

Karen Voitik moved that the bills presented for payment be approved. Vito Schultz seconded the motion. A roll call vote was taken with all Trustees present passing the motion.

LIBRARIAN'S REPORT:

a. Director's Report with personnel – Jennie Cisna Mills
b. Department Heads

OLD BUSINESS: None

NEW BUSINESS:

a. Trustees approved a Staff Recognition Policy. Besler motioned/Voitik seconded with all members present voting yes.
b. Trustees approved the Library to become a License Plate Sticker Renewal Site. Stahl motioned/Schultz seconded with all members present voting yes.
c. Trustees discussed the proposed changes of by-laws. There will be a vote at the March 10, 2022 regular board meeting.
d. Trustees discussed the Trustee Takes (short videos) and incorporating them at the end of regular board meetings.

ANNOUNCEMENTS: None

Stahl motioned/Besler seconded for the meeting to adjourn at 7:29 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report, March 10, 2022

Administrative Duties:

- As a condition of the DCEO grant, I filed paperwork with the IL Department of Natural Resources so that they could determine that our parking lot site was not part of a waterway. The project has been cleared to go forward from the IDNR.

Circulation Department:

- Mara Barbel configured Patron Point to begin automatic Library Card renewals. This started on March 3, 2022
    - If a patron is 18 and up and an STPL cardholder with a patron code of "Adult" or "Board," Patron Point will attempt to renew their library card automatically. If their information matches, they will be sent an email letting them know their card is good for another three years. If they cannot verify their information, they will receive an email letting them know that they need to come into the library and renew their card.
    - If a patron is under the age of 18 or has a patron code that is different from the above codes (such as a Teacher card or Homeschoolers' card), they will get a series of emails letting them know that their card will be expiring soon and that they need to come into the library to get it updated.

Cooperation with Other Libraries:

- Some of you may remember the "Pinnacle Road Trip" – a joint marketing venture between our six libraries. During April, the Three Rivers Public Library was gracious enough to ask our library to join a similar marketing project. Out of Pinnacle, the Plainfield Public Library and our Library are participating. Other libraries will include Oswego Public Library, Coal City Public Library, Seneca Public, Morris Public Library, Wilmington Library, etc. The concept is the same. Patrons will have a "passport" stamped for each library they visit; they will receive a small giveaway at each library, along with an entry ticket to a larger drawing if they complete the program. Marketing materials are being completed.

Pinnacle Cooperative:

- At the Governing Board meeting in February, the Board voted to move forward with Find More Illinois. This is a software platform that facilitates Interlibrary Loans from libraries outside of Pinnacle, particularly stand-alone libraries (not any in any cooperative), such as Skokie Public Library. As a RAILS initiative, RAILS waives the set-up fee and one year of charges. In the future, if the Board decides to continue with the product in FY24, it would be paid for out the block funding that RAILS provides library consortia and not out of any individual library's budget. Once the product is implemented, tentatively in July of 2022, a small button will be placed on our catalogs, letting patrons know that they can search "Find More Illinois" if they cannot locate an item in our cooperative.

Village:

- I attended the TIF (Tax Increment Financing) Review Board meeting in March. They anticipate significant growth down 52, but they are waiting for IDOT (the Illinois Department of Transportation) to widen the intersection at 52 & 59. Expected to begin in 2023, the intersection upgrade will add lanes and will remove some properties, including the 7-11, Sparx Hair Studio, and the old fire station.

Meetings:

- Department Head Meeting, Internal (2/15/22)
- Pinnacle Governing Board, External (2/18/22)
- Attended celebration for the White Oak Public Library's 100th Anniversary (2/25/2022)
- Shorewood Area Library Administrator's Meeting, External (2/28/22)
- TIF Review Board at Village, External (3/3/22)

Technical Services Department Head Report
February 2022

February meetings and events:

2/15: Department head meeting
Announcements from T.S.:

- I asked the managers to please table any in-depth projects for T.S. until April, once the new T.S. assistant is trained.

2/22: PinTech meeting
The group met to discuss:

- Updated PinTech site.
- Libraries interested in adding 4K Blu-rays to the collection.

Current projects:

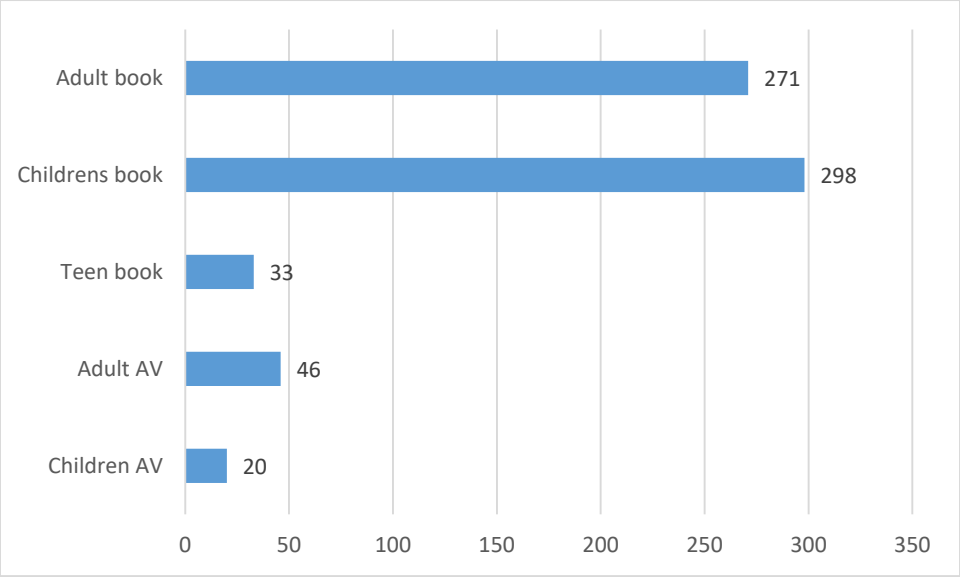
- None at the moment

Other news:

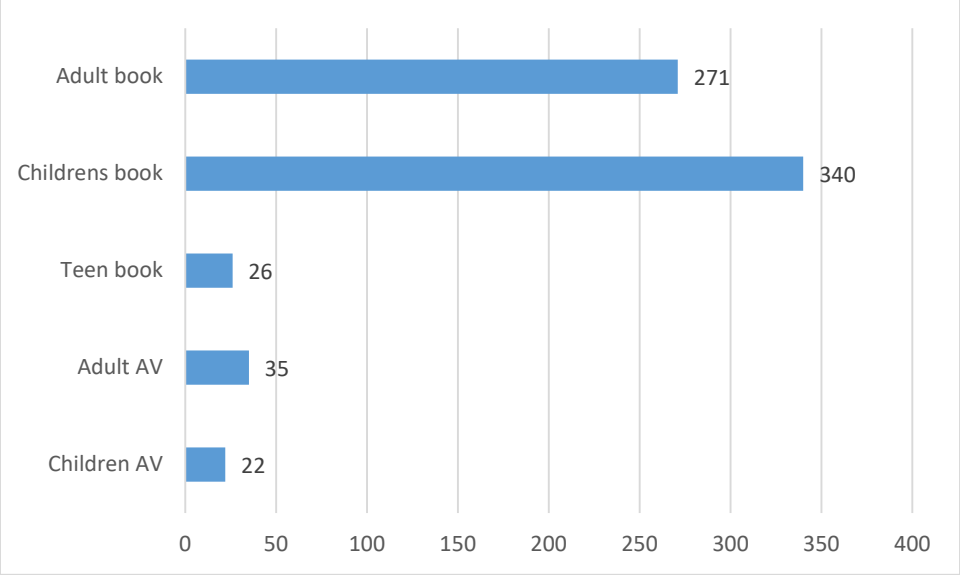
- I'd like to welcome Tina Lyznicki to the library. She has done a great job the last couple of weeks getting acclimated and learning the ropes. I'm excited to have her on board!

Tech Service Statistics

Items processed, cataloged, and added to the collection in February:



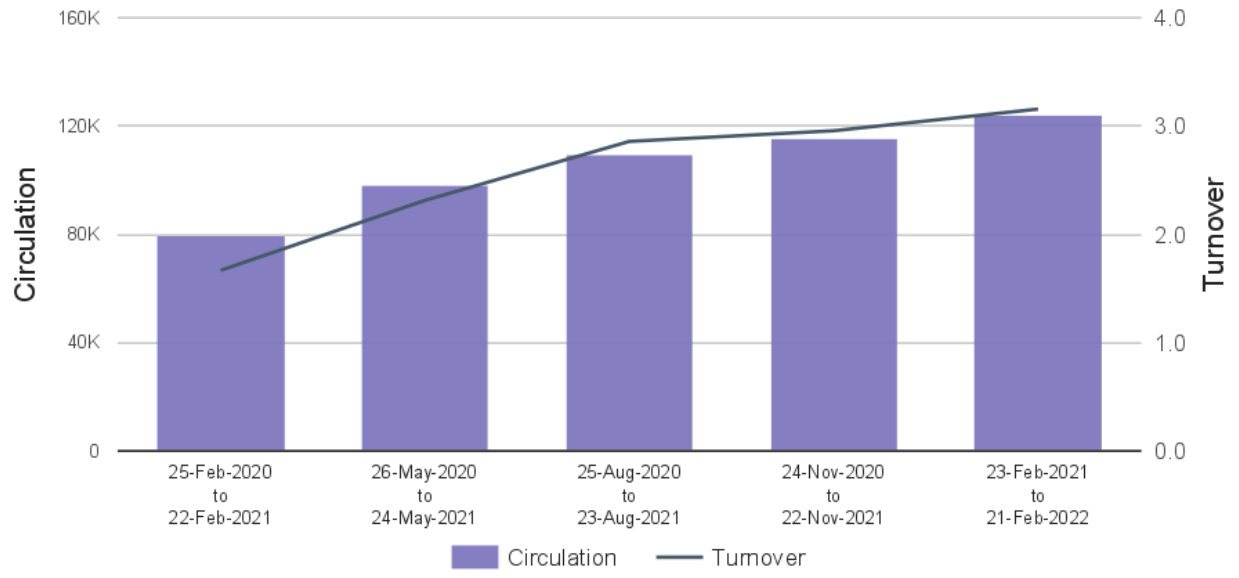
Items ordered in February:



CollectionHQ

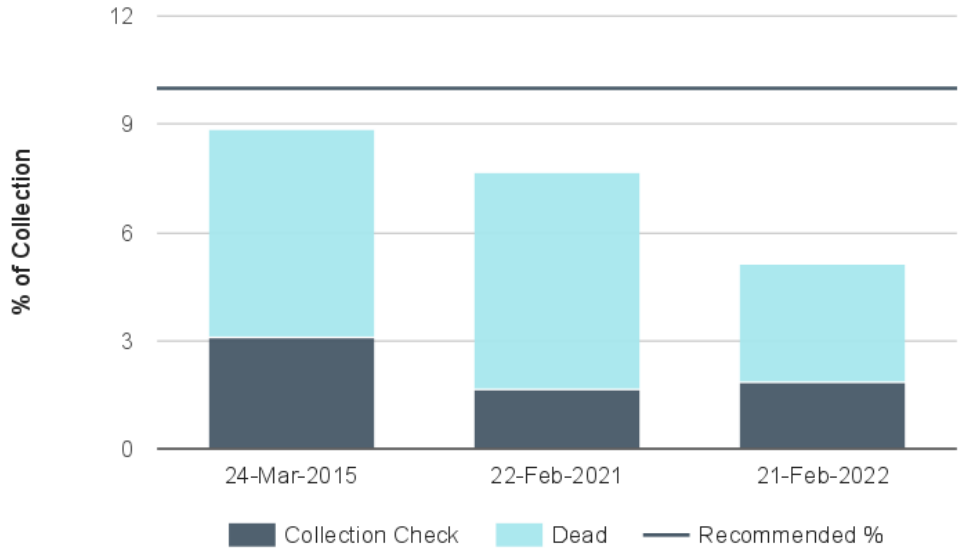
Circulation and Turnover
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

Turnover is the circulation during the date range divided by the number of our items.



Dead Items- All Audiences

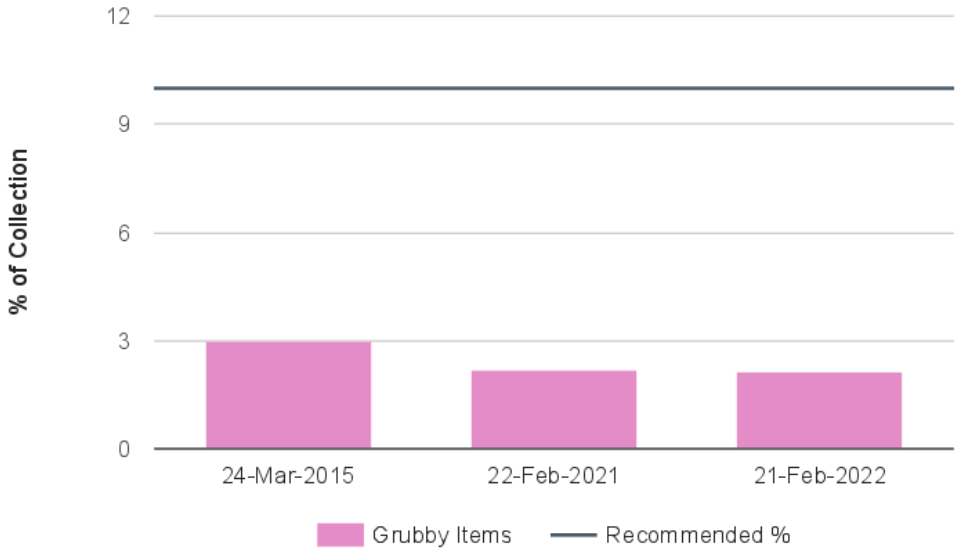
*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 5.13%. Anything under 10% is considered good.



Dataset Name	Dead Items	Dead Items %	Collection Check Items	Collection Check % of Total	Collection Check % of Dead	Total Items	Recommended %
24-Mar-2015	1820	8.85%	637	3.10%	35.00%	20557	10%
22-Feb-2021	3650	7.65%	789	1.65%	21.62%	47689	10%
21-Feb-2022	2017	5.13%	716	1.82%	35.50%	39291	10%

Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 2.14%. As with the dead percentage, the goal is to be under 10%.



Dataset Name	Grubby Items	Grubby Items %	Total Items	Recommended %
24-Mar-2015	615	2.99%	20557	10%
22-Feb-2021	1042	2.18%	47689	10%
21-Feb-2022	841	2.14%	39291	10%

Diversity, Equity, and Inclusion (DEI)

This is a tool that gives us a snapshot of how diverse our collection is in regards to race, gender, culture, etc.

Items Analyzed this month: 80,444
DEI Items: 12,752 (15.9%)

DEI Topic	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Teen Fiction	Teen Non-Fiction	Total DEI Items
Unique DEI Items			2247	714	2092	60	12752
Asian	499	149	308	85	281	6	1328
Black	1429	588	466	187	361	21	3052
Disabilities & Neurodiversity	173	107	256	64	158	1	759
Equity & Social Issues	1341	1049	669	233	620	40	3952
Hispanic & Latino	237	75	248	61	153	0	774
Indigenous	189	76	88	37	18	1	409
LGBTQIA+ & Gender Studies	567	190	168	12	520	8	1465
Mental & Emotional Health	539	848	336	102	556	10	2391
Middle Eastern & North African	28	53	46	35	47	1	210
Multicultural	427	77	312	34	423	1	1274
Religion	356	324	194	47	177	3	1101
Substance Abuse & Addictions	159	97	11	0	66	1	334

The number of Adult Fiction items

Respectfully submitted,

Leslie Lovato
Technical Services Manager

MONTHLY REPORT

FEBRUARY 2022

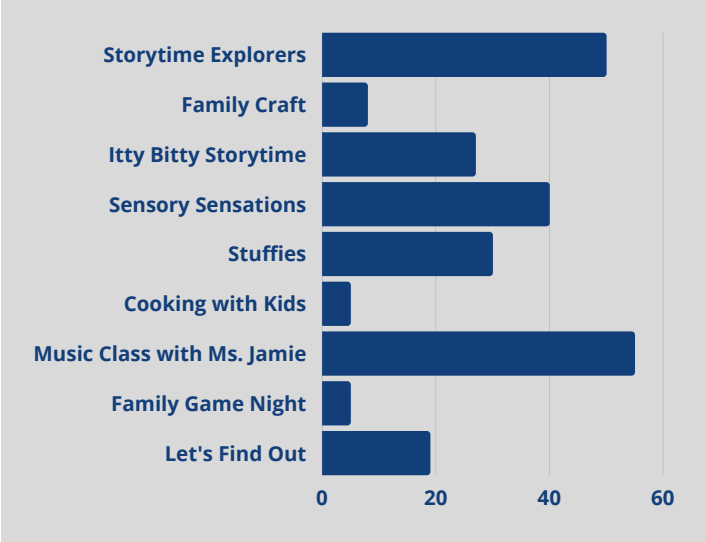
Shalyn Rodriguez
Assistant Director &
Children's Services Manager

Deliverables

There was a continuation of low participation due to virtual offerings and bad weather. I expect to see numbers increase substantially in March as we make the switch to in-person programming once again.

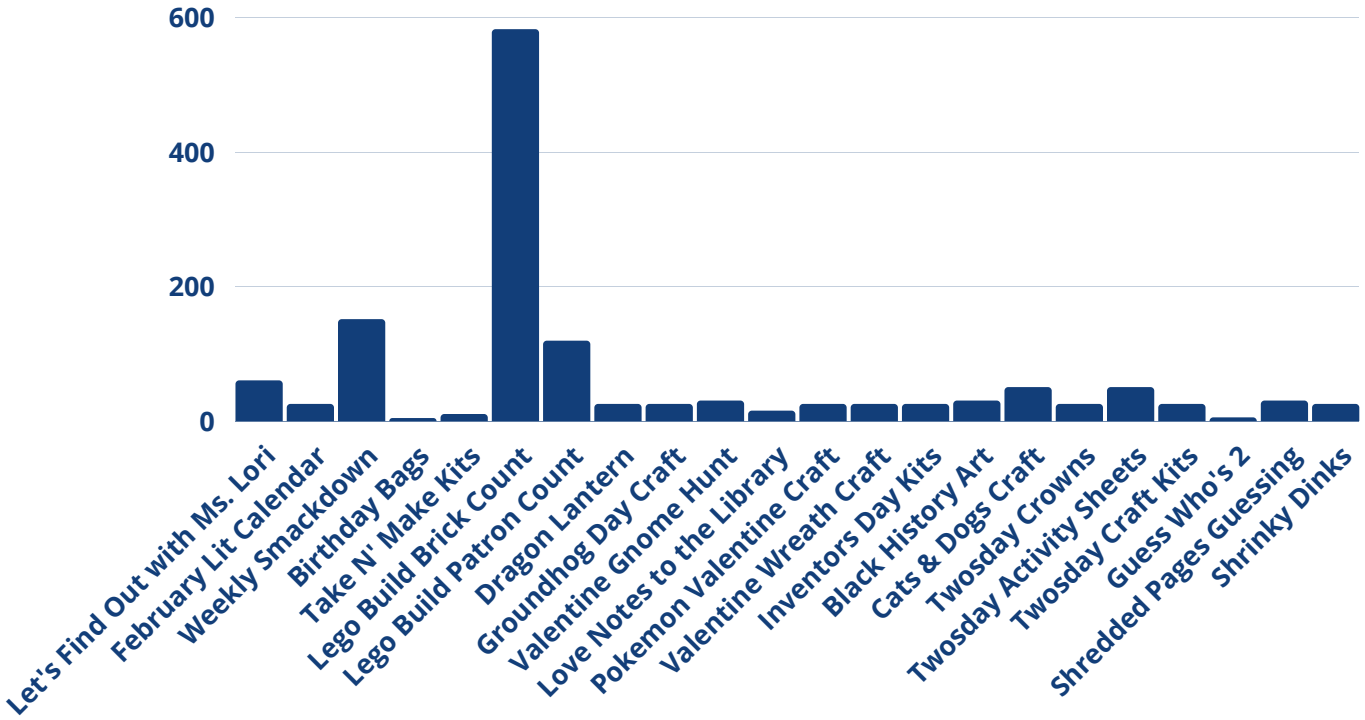
Active Programs

With feedback from multiple families about time commitment for Music Class with Ms. Jamie, we started to record the sessions and send them out to those that wanted to watch, but couldn't make the time scheduled on Zoom. This increased our attendance from 12 participants in January to 55 participants this month!



Passive Programs

We offered 22 passive programs this month with a total participation of 1361.



-6%

Decrease in circulation compared to last month (1/2022)

-3%

Decrease in reference compared to last month (1/2022)

Circulation Totals (4 year comparison):

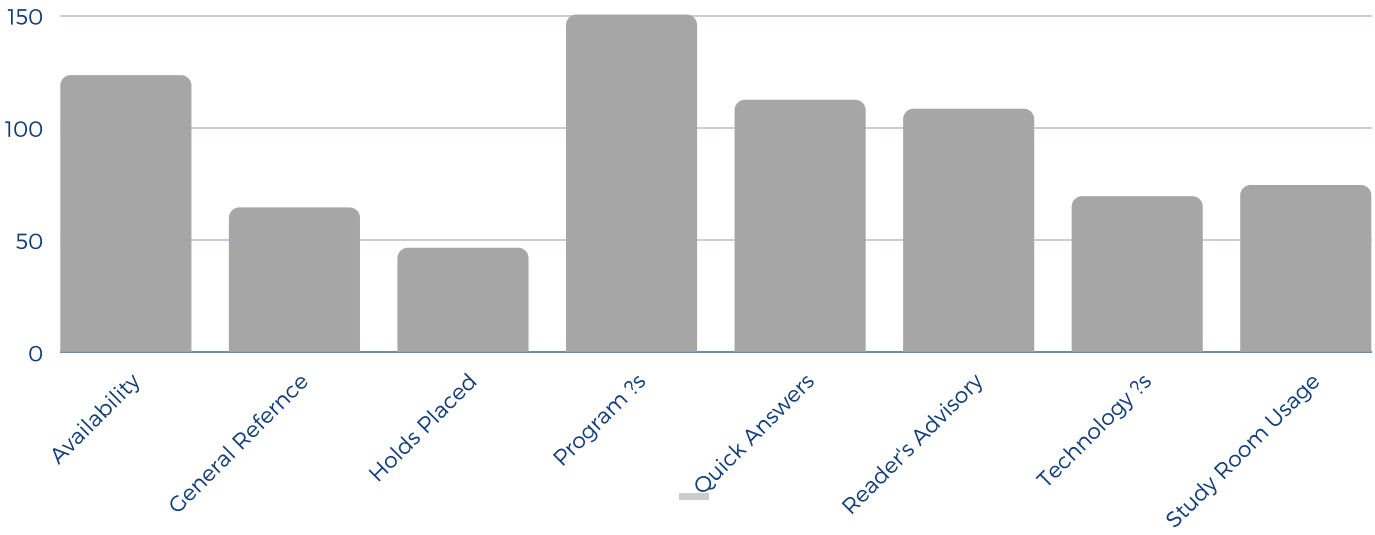
2022 - 5,239
2021 - 3,885
2020 - 5,194
2019 - 4,806

Reference Totals (4 year comparison):

2022 - 736
2021 - 633
2020 - 1,374
2019 - 1,249

Reference Breakdown

We had 123 patrons ask about available materials, 64 ask general reference questions, 78 holds were placed, 150 patrons asked about programs, 112 quick answers were provided, 140 reader's advisory transactions were conducted, and 69 patrons asked about technology.



Administrative

8

MEETINGS ATTENDED

5

ANNUAL REVIEWS CONDUCTED

8

NEW TRAINING GUIDES CREATED

1

PROFESSIONAL CONFERENCE ATTENDED BY LIZ (CHILDREN'S SERVICES ASSISTANT)

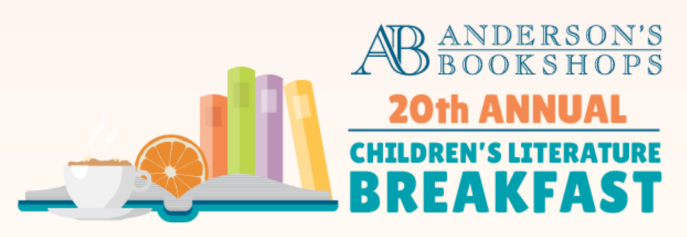
7

SHOREWOOD CARDHOLDERS WERE PRESENT FOR ILLINOIS LIBRARIES PRESENT'S AN EVENING WITH JASMINE GUILLORY

700+

ATTENDEES TUNED IN TO ILLINOIS LIBRARIES PRESENT'S AN EVENING WITH JASMINE GUILLORY

PROFESSIONAL DEVELOPMENT



Liz had the opportunity to attend Anderson's Bookshop's 20th annual Children's Literature Breakfast. There, she watched authors and illustrators speak and had the opportunity to chat with several local authors about their books!

BUILDING MAINTENANCE

We had our first potential Gardening Club volunteer reach out about helping with the beautification of the library grounds. Once we have an interest group, we will set up orientation to review guidelines and expectations. I'm hopeful to start this volunteer program in April/May.

LOOKING FORWARD

The Children's Team is beginning the process of focusing more on DEIA (Diversity, Equity, Inclusion, and Accessibility). This focus will spread across collection development, programming, and other services offered.

Space planning is a never-ending project for the Children's Team! We have evaluated our video and non-fiction collections and found both have decreased in usage. To utilize space better, we are brainstorming ways to shift these collections and open areas for new materials and services.

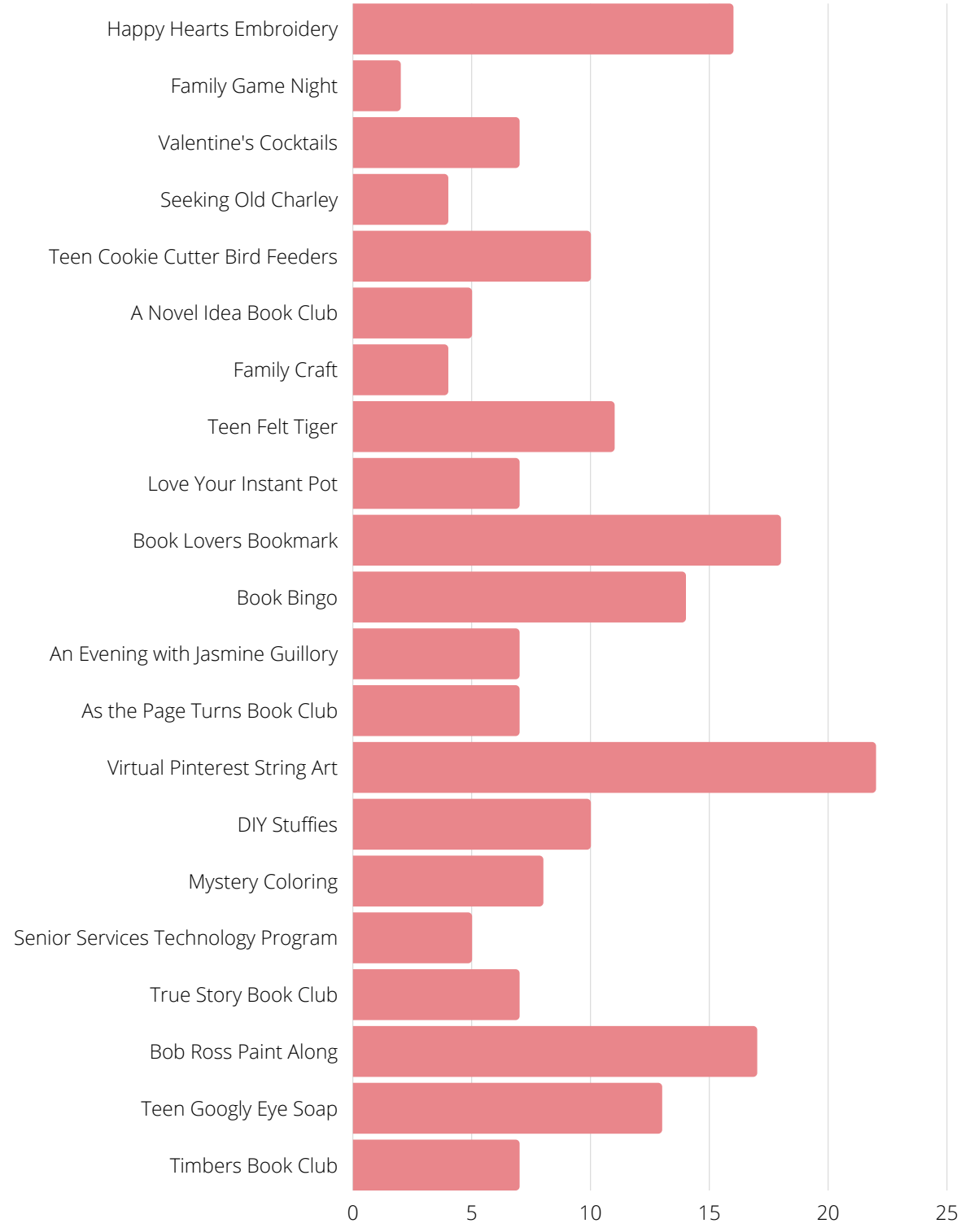
MONTHLY REPORT

FEBRUARY 2022

BECKY GOODE

ADULT, TEEN & TECHNOLOGY SERVICES MANAGER

PROGRAMS



Total Active Programs:

31

Outreach Programs:

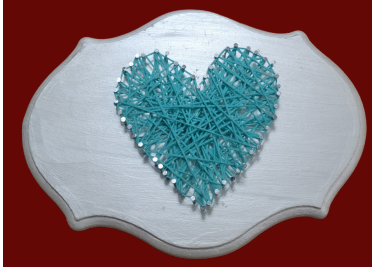
2

Book-A-Librarian Programs:

10

Total Participants:

211

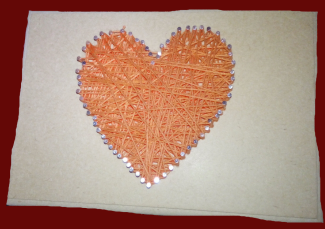


Total Passive Programs:

7

Total Passive Participants:

760



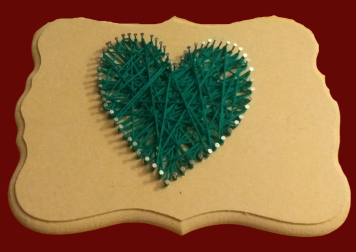
Winter Read Totals:

42

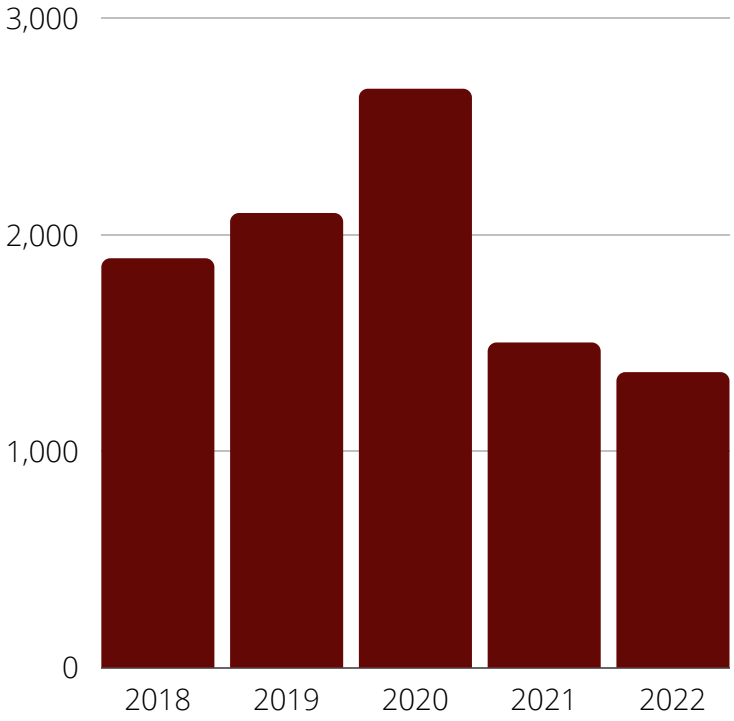
Adults & Teens Registered

32

Adults & Teens Completed

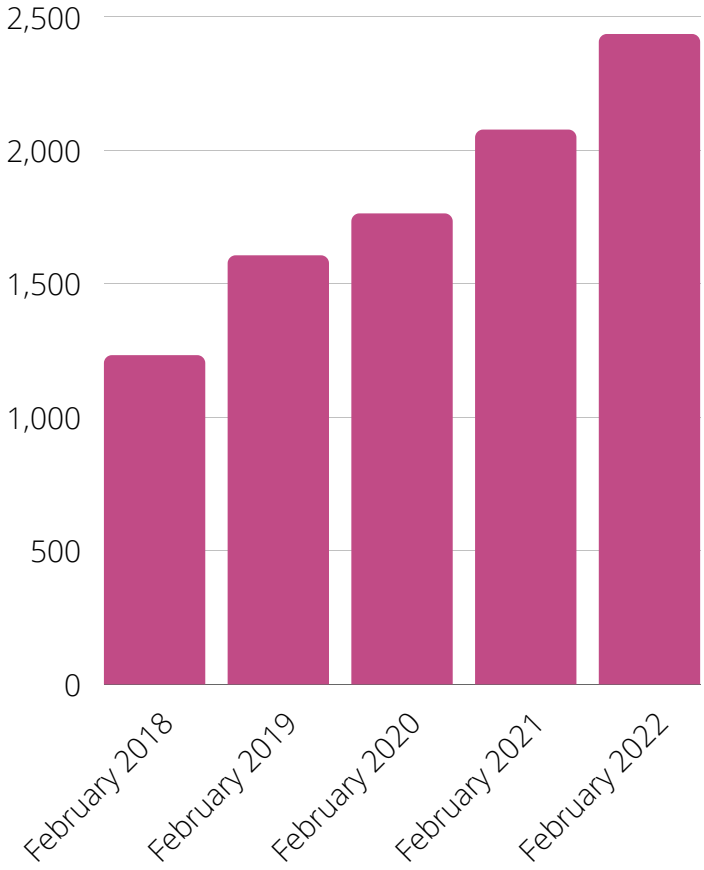


REFERENCE STATS

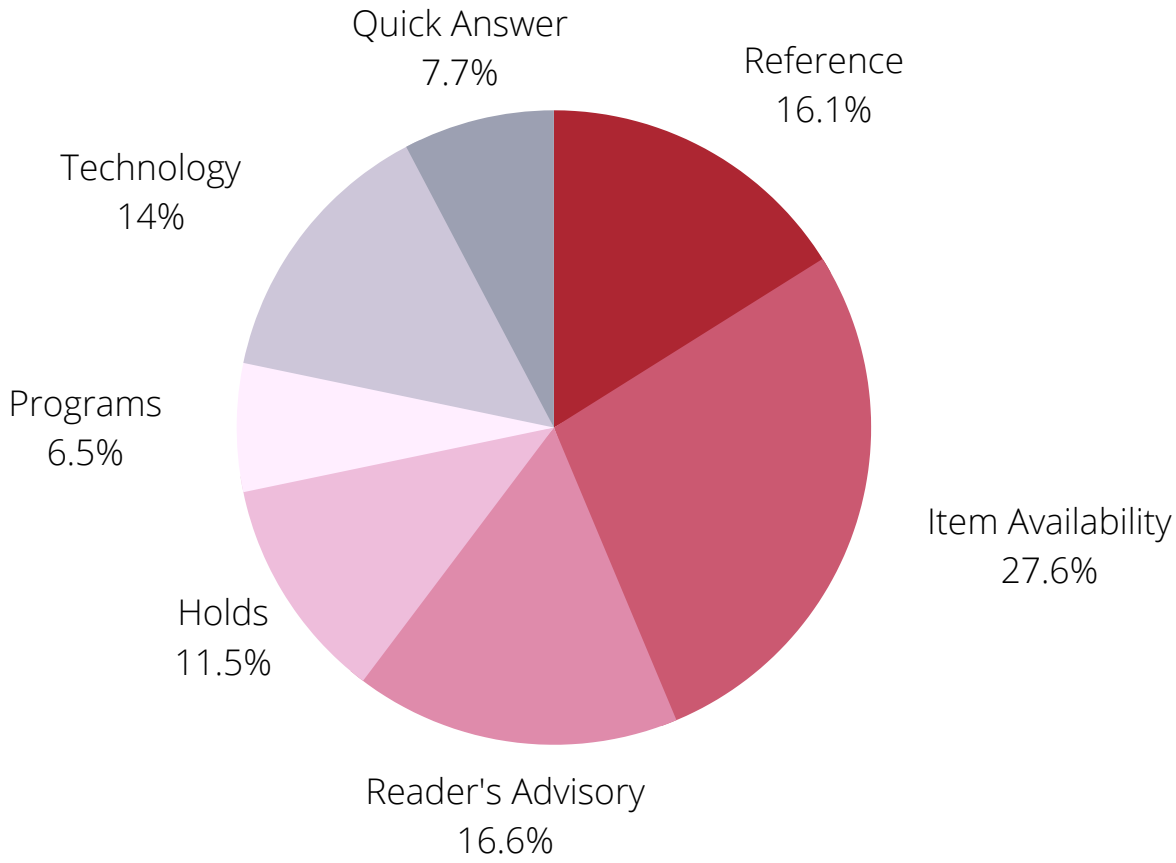


*Beginning December 2021, Circulation stats will be counted separately from Reference.

E-CONTENT



FEBRUARY REFERENCE STATS



BECKY VIOLET
KIMBERLEE MARY

FEBRUARY

PROGRAMS | MEETINGS | OUTREACH

SUN	MON	TUE	WED	THU	FRI	SAT
		01 HORIZONS OUTREACH STOP HAPPY HEARTS EMBROIDERY	02 KIWANIS MEETING	03	04	05
06	07 VALENTINE'S COCKTAILS SEEKING OLD CHARLEY TIMBERS BOOK DROP HOME DELIVERY	08 COOKIE CUTTER BIRD FEEDER	09 KIWANIS MEETING VEGA MEETING	10 FAMILY CRAFT MEETING WITH VIOLET MEETING WITH BECKY	11 LOVE YOUR INSTANT POT TEEN FELT TIGER	12
13	14 BOOK LOVERS BOOK MARK MEETING WITH LORI	15 DEPARTMENT HEAD MEETING HORIZONS OUTREACH STOP	16 KIMBERLEE EVALUATION BOOK BINGO	17 VIOLET EVALUATION VIRTUAL PINTEREST	18	19
20	21 MARY'S FIRST DAY! DIY STUFFIES	22 HOME DELIVERY ROAD TRIP FILMING WITH THREE RIVERS LIBRARY MYSTERY COLORING	23 KIWANIS MEETING SENIOR SERVICES TECHNOLOGY PROGRAM TRUE STORY BOOK CLUB ZOOM	24 DEPARTMENT MEETING BOB ROSS PAINT NIGHT	25 TEEN GOOGLY EYE SOAP	26
27	28 TIMBERS OUTREACH VISIT TIMBERS BOOK CLUB					

PATRON CRAFTS FROM HAPPY HEARTS EMBROIDERY AND BOOK LOVERS BOOKMARK.

ADMINISTRATIVE SUMMARY

This month, we welcomed our new Adult & Teen Outreach Specialist, Mary McDonald! Mary came to us from working with The Girl Scouts of Greater Chicago and Northwest Indiana, and is wrapping up her MLIS with the University of Washington. She is on track to graduate this May! Mary has jumped right in to her role, and is already working on new and exciting outreach programs and events for this summer.

February program attendance was fairly similar to January. The biggest difference was our passive program numbers, which were a nice big increase from last month, as more were offered. We also brought back one of our more popular displays, *Blind Date with a Book Bags*! This not only helps with circulation, but provides patrons with a variety of new titles they might never have picked before. Romance and thrillers were genre winners, but teen titles have started to rise in popularity as well. Overall, more than 30 bags were circulated!

This month we also took a look at some wonderful comments that patrons had on our *Library Love Note Tree*. This passive program allowed us to repurpose our holiday tree for another use this year, and we heard some great feedback from patrons, including "Provides great resources", "Love the new books", and "Fun craft programs".

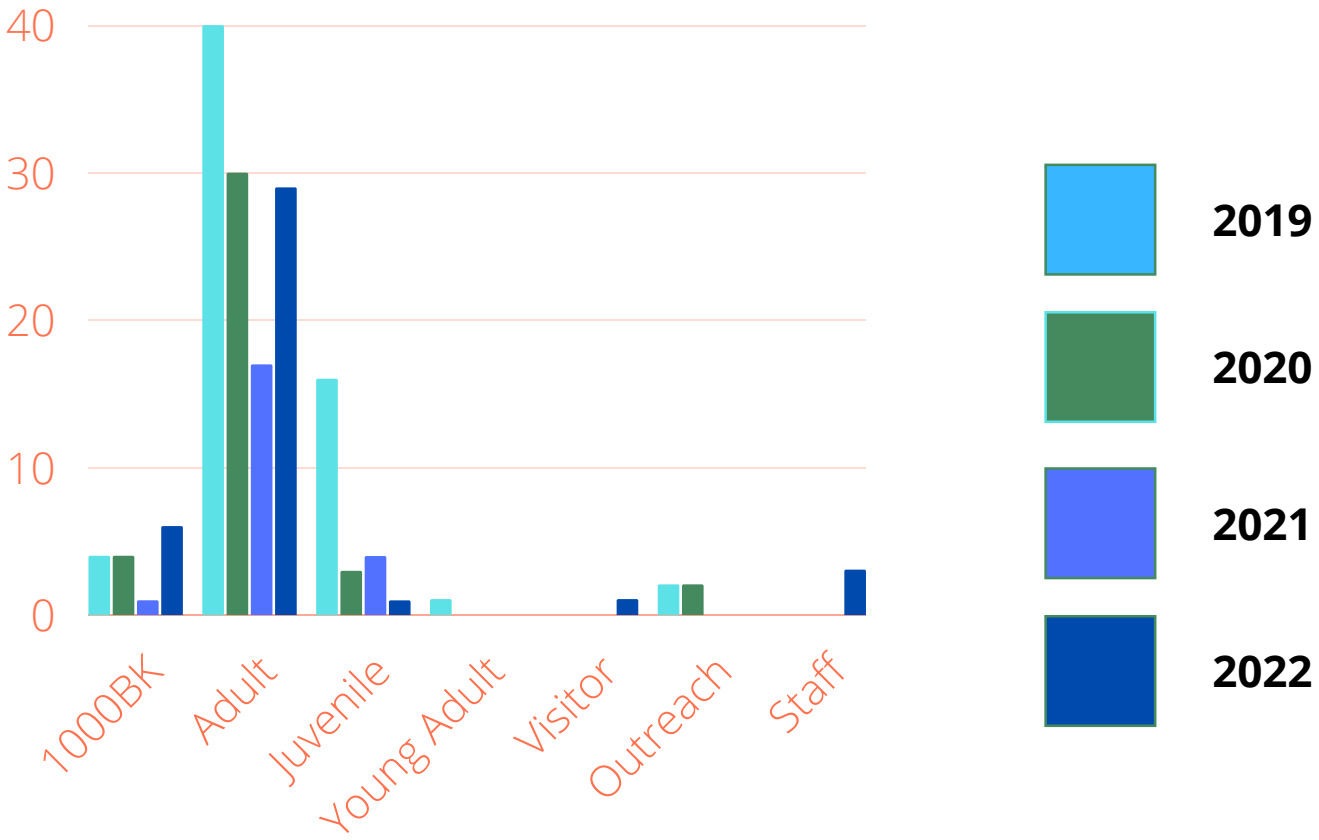
Last but not least, we wrapped up our Winter Reading Challenge this month. We had a 31% increase in challenge completions rates this year, and a 60% increase in registration from 2021! Our goal for next year is to increase teen participation rates, and receive more community involvement with the program.

PATRON SUBMITTED PICTURE WHO DISPLAYS THEIR LIBRARY CRAFTS AT HOME!

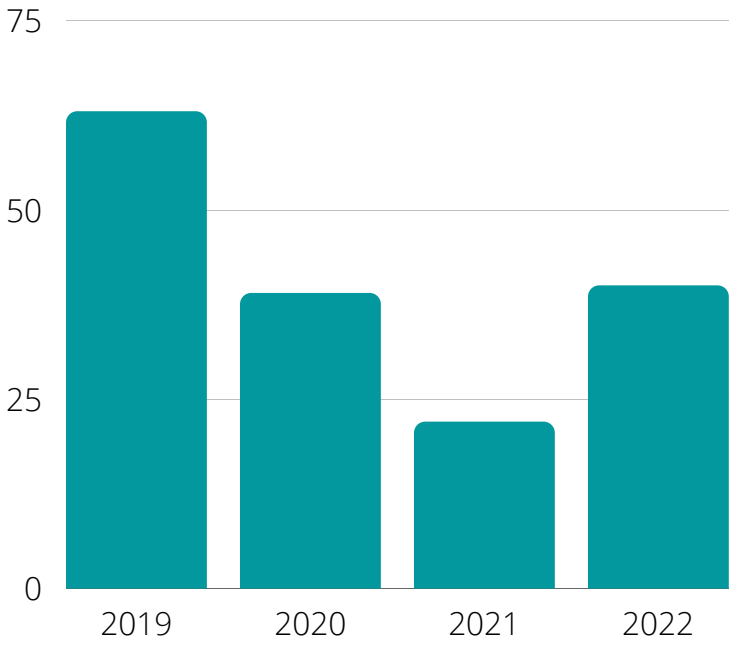
MONTHLY REPORT
FEBRUARY 2022

JULIE HORNBERGER
CIRCULATION MANAGER

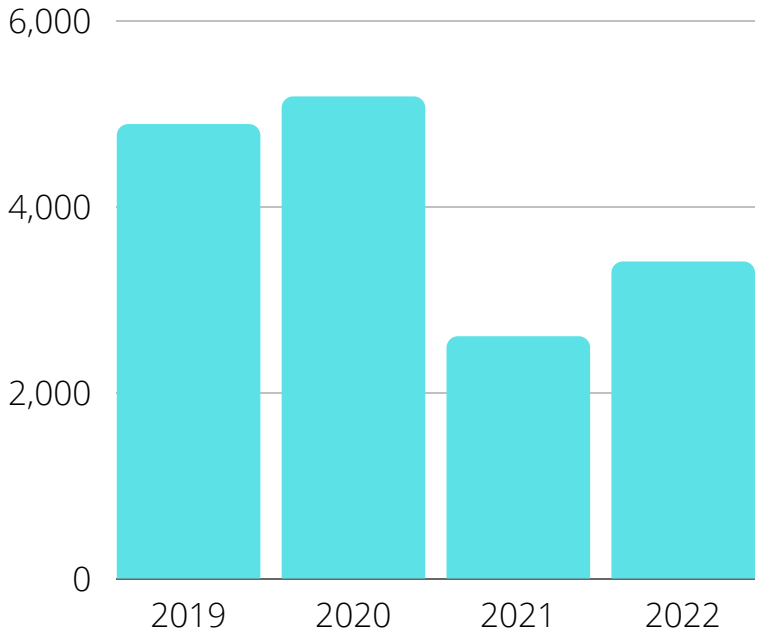
NEW LIBRARY CARDS



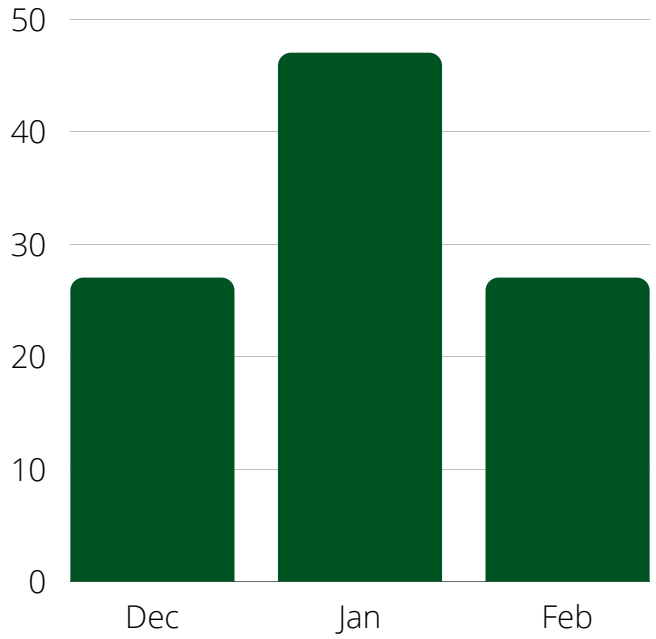
NEW CARDS FEBRUARY:



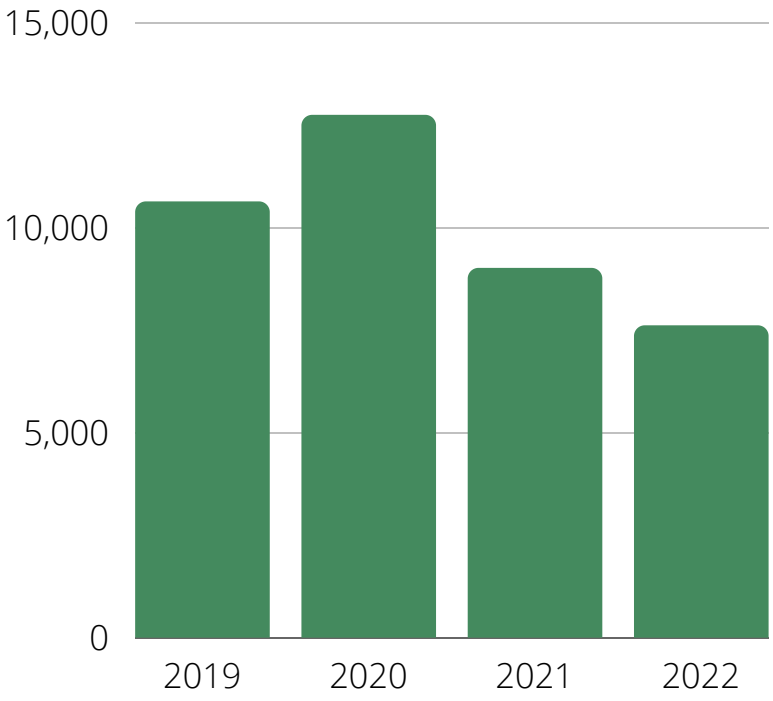
DOOR COUNT



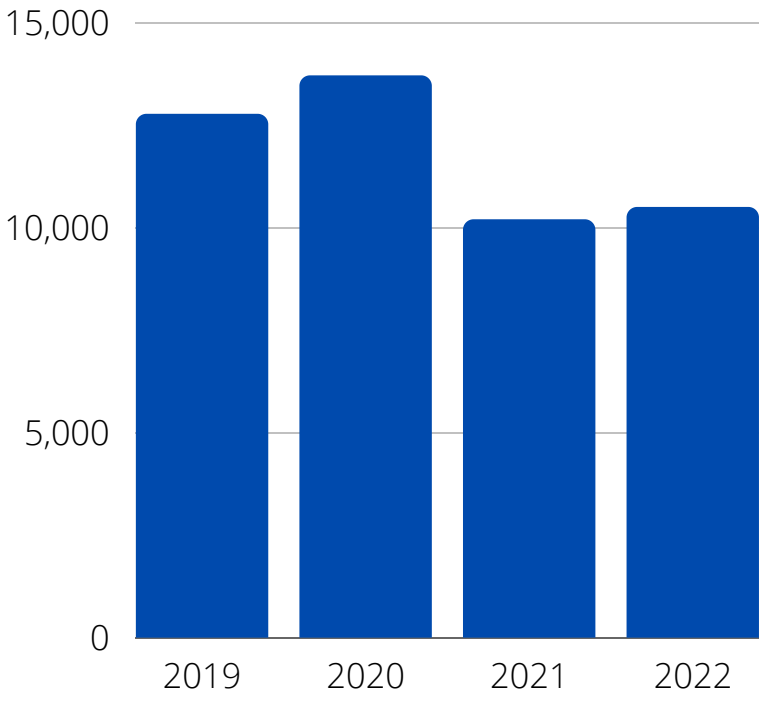
CURBSIDE



ITEMS CHECKED IN



ITEMS CHECKED OUT



ADMINISTRATIVE

I attended my first Circulation Roundtable meeting. It was a great networking opportunity and also provided lively discussion about current trends.
During evaluations I was been able to spend some quality one on one time with all my staff members. We also had our first department meeting where we had an extensive conversation of what is working, what needs improvement and goals for Circulation.

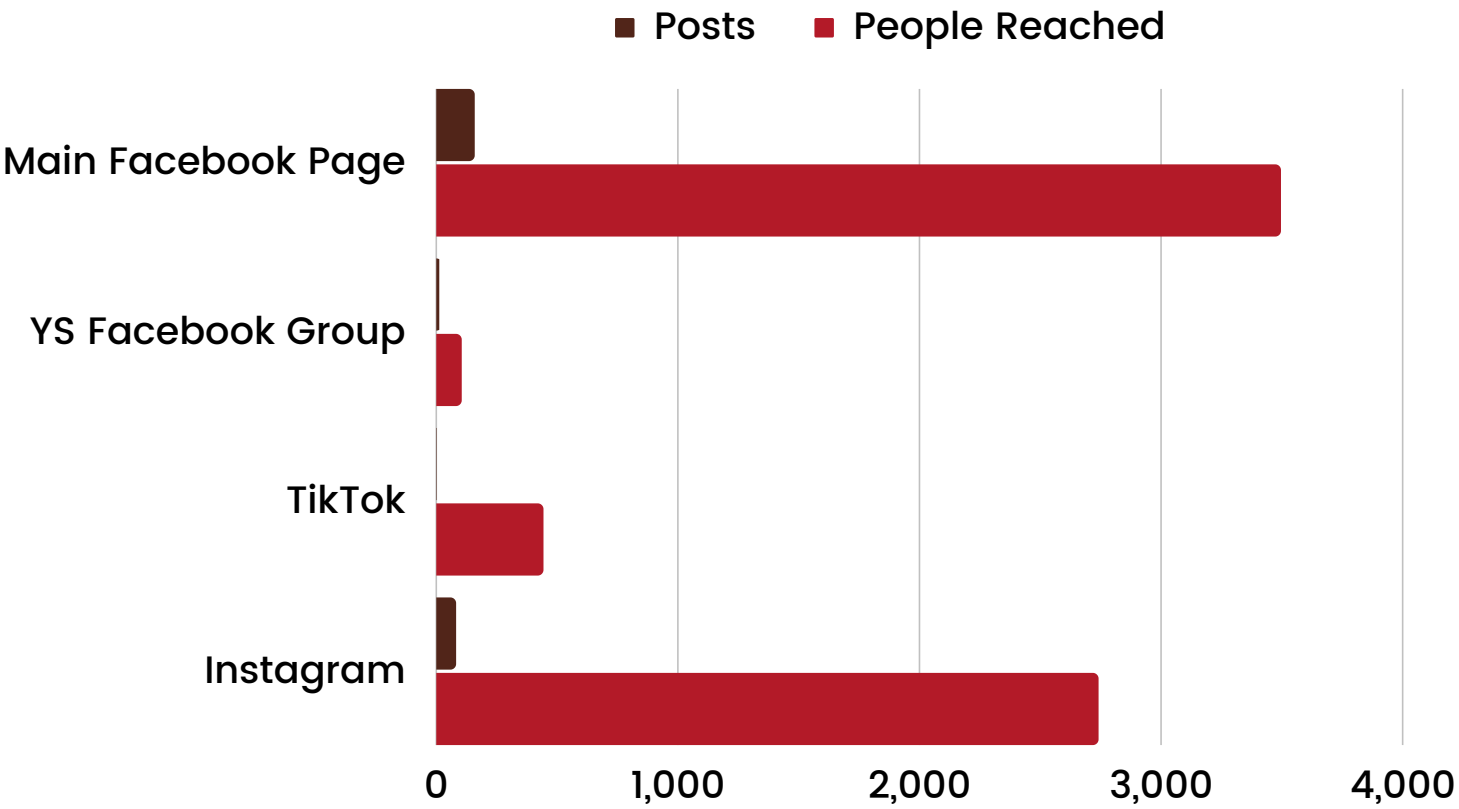
MONTHLY REPORT

2/22

MARA BARBEL

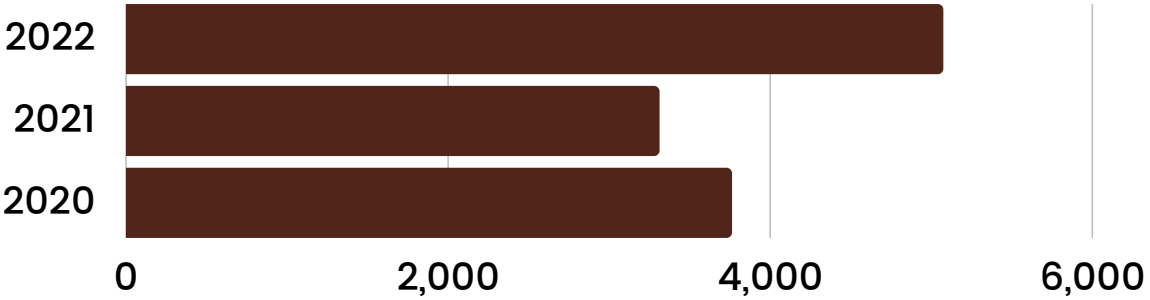
COMMUNITY ENGAGEMENT COORDINATOR

Social Media



Our overall social media engagement continues to be good! In February, I focused on quality content and spacing out program promotion posts in order to keep patrons from being overwhelmed.

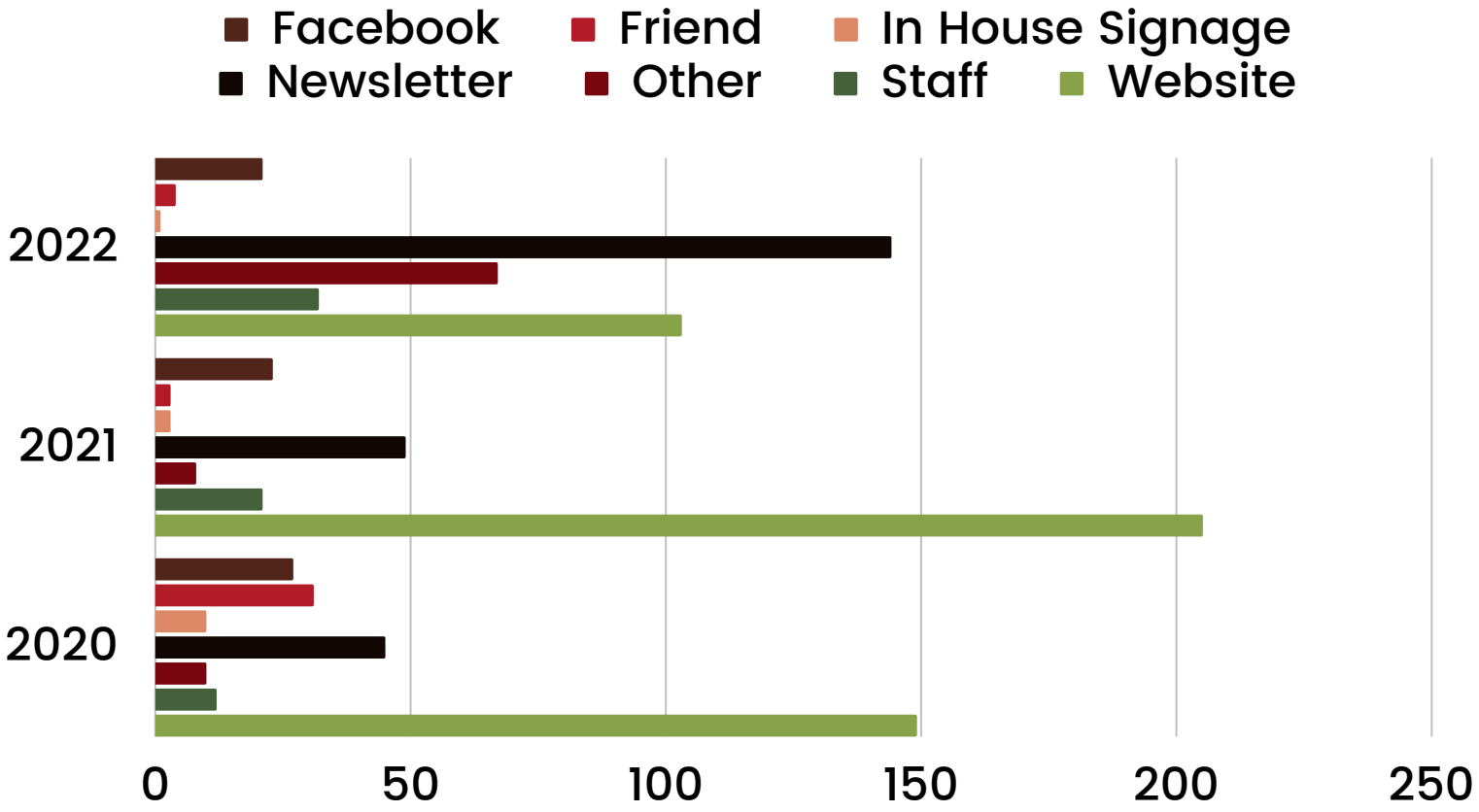
Website



The top performing pages continue to be the Home Page, Passport Services, About Us, and 24/7 Digital Collection.

*As of February 2022, website statistics will be pulled directly from Wordpress instead of Google Analytics.

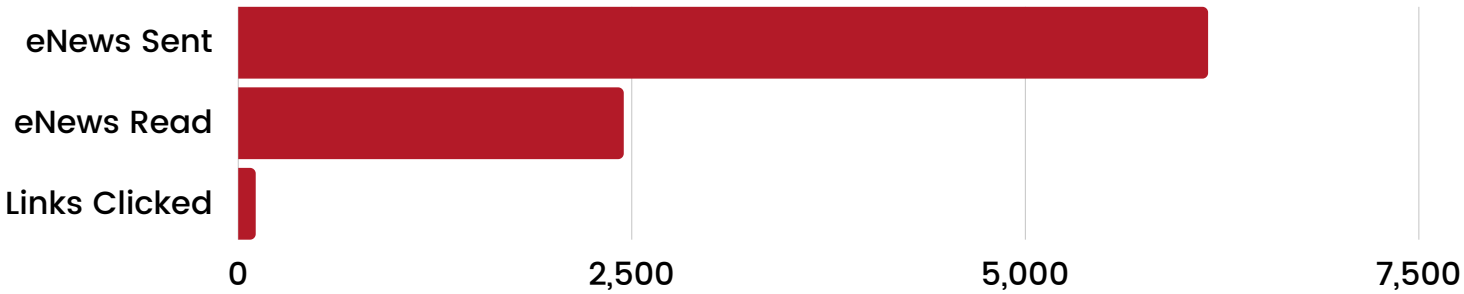
Print Newsletter



After tracking program registration statistics for several months, I will be phasing out the majority of in-house signage. It is consistently the lowest selected registration option.

*As of January 2022, the default question option to in Communico is "PLEASE SELECT ONE" in order to direct patrons to give more accurate answers. This is why the spread is different.

eNewsletter



Our eNewsletter continues to do quite well. The Needle Felt Cactus program that was featured in February had 5 patrons register immediately upon receipt!

10
Meetings

2
Webinars

2
Outreach
Opportunities

Thanks to a weeding project by the Children's Department, we were able to donate some multilingual titles to the Troy30c Bilingual Coordinator. She was able to distribute them to schools within the Troy30c District!

I also met with the Vice Principal of Troy Hofer to record a morning announcement to celebrate Library Lover's Day. It was a great way to "get back" into the school!

Administrative

While February was a short month, it was still busy!

One of my big projects for the month was to update all of the policies on the STPL website. Thanks to Patron Point's Asset feature, I can upload a document to their software and embed the link on our website instead of having to upload PDFs in multiple places via Wordpress. This will ensure that the policy links on our website are always up to date, as I no longer need to update them in multiple places.

I also spent much of February updating and streamlining signage. As traffic into the library begins to increase, it's important that our signage is current and looks nice. I am also working to replace old and cracked sign holders as well.

PinMark has begun working on developing a new logo for the Pinnacle Consortium and I am quite excited to be part of the process. It's going to be a great learning opportunity for me as I work to update STPL's branding.

March 10, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Progress on DCEO grant

I continue to make forward progress with the DCEO grant. Our new manager was assigned to us: Toynoia Briggity. With Ms. Briggity's assistance:

- I updated the Library's Programmatic Risk Assistance Questionnaire (PRAQ) for the current FY; I had completed it last FY, but it needed to be updated to be current.
- I completed the Illinois Department of Natural Resource's questionnaire. That hurdle has been cleared. The IDNR has cleared the project to go forward on their end.
- Once the Library receives the Notice of Grant Award, the Working Cash Advance will be released to the Library. I requested that Ms. Briggity provide us with an estimated timeline for receiving the Notice of the Grant Award. If I receive that timeline by the Board meeting, I will provide it to the Board.
- No work will begin until the Notice of the Grant Award is received.

March 10, 2022

TO: Shorewood-Troy Public Library District

FROM: Jennie Mills, Director

RE: Approve Revisions to the Board By-Laws

The Board reviewed the By-Laws at the Board meetings in January and February of 2022. I did add language to indicate that committee appointments are to be made by the President the month *following* the election of Board officers.

For example, if new officers were seated in May, committee appointments would be made in June, the following month.

Approving the revised Board By-Laws is on the agenda for this evening.

SHOREWOOD-TROY PUBLIC LIBRARY
BOARD OF TRUSTEES
BY-LAWS

ARTICLE I - GENERAL PROVISIONS

Section 1: This organization shall be called "The Board of Trustees of the Shorewood-Troy Public Library District".

Section 2: These rules, adopted pursuant to the provisions of Chapter 75 of the Illinois Compiled Statutes, are intended to set out the duties of the officers of the Board of Trustees, provide procedures by which meetings of the Board are to be conducted, set out methods by which the business of the Board of Trustees is to be carried on, to specify the powers and duties of the Library Director of the Shorewood-Troy Public Library District, and to provide other general rules relating to the government of the Board of Trustees.

Section 3: These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of the boards of library trustees.

Section 4: Any member who has any interest of a personal nature in a matter before the Board shall not vote thereon and shall remove himself from any meeting or hearing at which said matter is under consideration. Subject to the limitations listed in the gift ban section of the State Officials and Employee Ethics Act, 5 ILCS 430/10-10 et seq. Board members and officers will not solicit or accept gifts, gratuities, discounts, favors, hospitality or services. Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties, in addition to any applicable provisions of the State Officials and Employees Ethics Act 5 ILCS 430/1-1 et seq.

Section 5: The elected term of office is six (6) years.

Section 6: The Board of Trustees shall consist of seven (7) members unless otherwise prescribed by law, such as if a vacancy occurs.

Section 7: Any trustee may resign at any time by giving written notice to the President or the Secretary. Such resignation shall take place effective when the notice is given, unless the notice specifies a future date; unless otherwise specified therein, the acceptance of such a resignation shall not be necessary to make it effective. Upon receipt of such resignation, the Board President or Designee will notify the Board of the resignation. A vacancy will be declared by the Board pursuant to 75 ILCS 16/30-25.

Section 8: Pursuant to the Public Library District Act of 1991, 75 ILCS 16/30-25, vacancies shall be declared in the office of Trustee by the Board when an elected or appointed Trustee (i) declines, fails or is unable to serve, (ii) becomes a nonresident of the District, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed by him or her by the Act, or (iv) has failed to pay the

library taxes levied by the District. Absence without cause from all regular Board meetings for a period of one year shall be a basis for declaring a vacancy. Vacancies shall be filled by appointment by the remaining Trustees until the next regular election, at which time a Trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held.

Section 9: The library will indemnify any present or former Trustees, officers, employees, or agents to the fullest extent possible under applicable law against expenses, including attorneys' fees, judgments, fines, settlements and reasonable expenses actually incurred by such persons relating to their conduct as a Trustee, officer, employee, member or agent of the Library, except that indemnification shall not apply to a breach of loyalty to the Library; for acts or omissions not in good faith or that involve intentional misconduct or knowing violation of the law; for a transaction from which any such person derived an improper personal benefit; or against judgments, penalties, fines, and settlements arising from any proceeding by or in the right of the Library, or against expenses in any such case, where such person shall be adjudged liable to the library.

Section 10: The Library will purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.

Section 11: Trustees shall serve without compensation but shall be reimbursed with District funds for their actual and necessary expenses incurred in the performance of their duties.

Section 10: The Trustees acknowledge that the Bylaws and library policies must comply with all applicable laws.

ARTICLE II – OFFICERS

Section 1: The officers shall be a President, a Vice President, a Secretary and a Treasurer, elected from among the Trustees at the first regularly scheduled meeting of the Board after election results are certified, each odd-numbered year. The procedure for nomination of officers shall be at the discretion of the Board. Each office shall be held by a different Trustee.

Section 2: Officers shall serve a term of two years beginning the first regularly scheduled meeting of the Board after election results are certified.

Section 3: The President shall preside at all meetings of the Board, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally performs all duties associated with that office.

Section 4: The President shall not have nor exercise veto powers.

Section 5: In the event of the absence of the President, or of a vacancy in that office, the Vice President shall assume and perform the duties and functions of the President. In the absence of the President and Vice President, a temporary chairman shall be appointed by the Board.

Section 6: The Secretary shall keep the Minutes of all Board meetings, ensuring that they are accurate and correct, including attendance, motions, voice or roll-call votes, action and other business of the Board. In practice, this duty may be designated to a District employee(s) as appropriate. In the absence of the Secretary, the President shall appoint a temporary Secretary, if needed, with the approval of the Board.

Section 7: The Secretary is empowered to administer oaths and affirmations for the purposes of this act.

Section 8: The Treasurer shall perform such duties as may be assigned by the Board of Trustees. The Treasurer is authorized by the Board to sign checks for the District. The Treasurer shall keep current with all of the financial records. The normal depository of all financial records shall be the Library. The Treasurer shall report at each Board meeting the state of the Library funds. In the absence of the Treasurer, or should he or she be unable to serve, the President or Vice-President may perform the duties of the Treasurer. If needed, the President shall appoint a temporary Treasurer, with the approval of the other Board members. The Treasurer Shall be bonded in the amount to be approved by the Board and according to statute requirement.

Section 9: Checks for payments of bills will require two signers. Signers (for all accounts, savings and checking) are the current President and Treasurer of the Board and the Director of the Library.

ARTICLE III – MEETINGS

Section 1: The regular meetings shall be held each month on the second Thursday of the month at 7:00 p.m. in the Library. Change in time, date, and/or place shall be posted at least 48 hours in advance of the meeting. Trustees shall be notified of such change in writing whenever possible. If this is not possible, Trustees will be notified by telephone.

Section 2: The order of business for regular meetings shall be determined by the business to come before the Board. A written agenda shall be prepared for each Board meeting by the Library Director with the assistance of the Board President.

Section 3: Special meetings may be called by the President or the Secretary, or by any four (4) members, for the transaction of business as stated in the call for the meeting.

Section 4: A quorum for the transaction of business at any meeting shall consist

of four (4) members of the Board present in person.

Section 5: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board. In voting, the Secretary will call the roll of Board members, including the President. The Secretary shall record ayes and nays and note absentees and abstentions from voting.

Section 6: In votes that pertain to financial matters of the District, a roll call will be conducted of all Board members present, with the Secretary recording ayes and nays. The Secretary will also note absentees and abstentions from voting.

Section 7: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Section 8: Meetings of the Board are governed by the Open Meetings Act laws of the State of Illinois. They are open to the public, and only closed to the public for the exceptions to Open Meetings as defined by the Legislature, which will be specifically cited on relevant meetings' agendas.

Section 9: Closed sessions will be audio-recorded, and minutes will be taken. Every 6 months, in June and in January of each year, the Board will vote to determine if closed session minutes should remain closed or be opened to the public.

Section 10: Community members will be allowed 3 minutes (per visitor) to comment on Board actions at the beginning of each meeting. Due to Open Meetings Act restrictions, the Board will not necessarily be able to take action at the meeting the comments are presented.

Section 11: Members of the public may audio or video record the Board's open meetings. However, such recording may not interfere with the Board's conducting of business, nor should it interfere with other members of the public's observation of the meeting.

ARTICLE IV – LIBRARY DIRECTOR AND STAFF

Section 1: The Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. Among the duties and responsibilities allocated to the Library Director shall be the direction and the supervision of all staff members in the performance of their duties, the submission to the Board of monthly, and annual reports, and recommendations of such policies and procedures as, in the opinion of said Librarian, will promote the efficiency of the Library in its service to the Shorewood-Troy Public Library District.

ARTICLE V – COMMITTEES

Section 1: The President shall appoint committees of two or more members each for such specific purposes as the business of the Board may require from time to time. Such committees may include but are not limited to the following standing committees: Finance, Building, House,

Policy and By-laws, Planning and Development. Committee Appointments will be made the month *following* a Board election. Ad Hoc committees may be appointed by the President and such committees shall serve until the completion of the work for which they were appointed.

Section 2: All committees shall make a progress report to the Library Board at each of its meetings.

Section 3: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI – AMENDMENTS TO BY-LAWS

Section 1: Amendments to these by-laws may be proposed at any regular meeting, but must be approved by a majority vote at a subsequent regular meeting.

The foregoing by-laws of the Shorewood-Troy Public Library District Board of Trustees adopted this 12th day of September , *2013*.

Bylaws updated and amended by Board Action on March 10, 2022

March 10, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Resolutions 2022-01 (Designating a new account at Chase) & Resolution 2022-02 (Designating a new account at Shorewood Bank & Trust)

It is necessary for the Library to create two new checking accounts:

- The account at Chase is for collecting License Plate Renewal funds. As ELS (our vendor) will be transferring money out frequently to pay the State of IL, a separate account only used for License Plate fees is desirable for accounting simplicity. It provides an account with only limited funds for ELS to access. Chase is selected as the bank since that is where our General Fund monies are located. It will simplify the transfer of our income to our General fund to have this account held at Chase.
- The Shorewood Bank & Trust account handles the Accounts Payable & Receivable for the DCEO Grant. This account, after clarification from the DCEO staff, *must* be interest-bearing. Again, it is desirable for tracking purposes that this is a separate account meant for the deposit of funds by the DCEO and the expenditures relating only to this project. Shorewood Bank & Trust has been selected as the bank for this account, as Shorewood Bank & Trust is the bank where our Reserves are held. It will simplify the transfer of Reserve funds to cover necessary expenditures. Also, as this is primarily a reimbursement grant, once funds from the DCEO are received, transfer to reimburse the Reserve accounts would be simplified.

Following the procedures laid out in the approved Financial Policy and the Board By-Laws, the signers for these accounts would be the Board President, the Board Treasurer, and the Library's Director. All income to these accounts will be accounted for on monthly reports to the board, and all Bills Paid & Payable for these accounts will be approved by the Board at their monthly meetings.

RESOLUTION 2022-01

A RESOLUTION DESIGNATING CHASE BANK AS A DEPOSITORY OF THE FUNDS OF THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT

WHEREAS, the Shorewood-Troy Public Library District (the "Library District") is a library district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Library District derives its rights, power, and authority from the various sections of The Library District Code (the "Code"); and

WHEREAS, the Board of Library Trustees may designate one or more banks or savings and loan associations as the depository of the funds of the Shorewood-Troy Library District pursuant to Illinois State Law (70 ILCS 16/35-25); and

WHEREAS, the Board of Library Trustees finds it necessary to authorize the creation of a checking account to facilitate the collection of fees for serving as a License Plate Renewal Site;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY:

SECTION ONE: The Library Board hereby designates Chase Bank as a qualified financial institution for the deposit and investment of the Library District's funds

SECTION TWO: The Treasurer of the Library Board of Trustees and the Director are further authorized and directed to execute and deliver such subsidiary and related documents and agreements and to take such other steps and actions as they may deem necessary and appropriate to effectuate the terms and conditions of the Banking Agreement required by Chase. Further, the President of the Board of Library Trustees, Treasurer of the Board of Library Trustees, and the Library Director are hereby authorized as signatories on the Library District's accounts with the Bank and directed to execute any documentation associated therewith said Bank's accounts.

SECTION THREE: Any and all policies or resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 10th day of March 2022

AYES:

NAYS:

ABSENT:

APPROVED THIS 10th Day of March 2022

_____
Thomas Novinski
President, Board of Library Trustees

ATTEST:

_____
Karen Voitik
Secretary, Board of Library Trustees

RESOLUTION 2022-02

A RESOLUTION DESIGNATING SHOREWOOD BANK & TRUST AS A DEPOSITORY OF THE FUNDS OF THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT

WHEREAS, the Shorewood-Troy Public Library District (the "Library District") is a library district duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Library District derives its rights, power, and authority from the various sections of The Library District Code (the "Code"); and

WHEREAS, the Board of Library Trustees may designate one or more banks or savings and loan associations as the depository of the funds of the Shorewood-Troy Library District pursuant to Illinois State Law (70 ILCS 16/35-25); and

WHEREAS, the Board of Library Trustees finds it necessary to authorize the creation of an interest-bearing checking account to serve as the repository for grant funds from the Illinois Department of Commerce and Economic Opportunity and to serve as a payment conduit for accounts payable attributable to the DCEO grant;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY:

SECTION ONE: The Library Board hereby designates Shorewood Bank & Trust as a qualified financial institution for the deposit and investment of the Library District's funds

SECTION TWO: The Treasurer of the Library Board of Trustees and the Director are further authorized and directed to execute and deliver such subsidiary and related documents and agreements and to take such other steps and actions as they may deem necessary and appropriate to effectuate the terms and conditions of the Banking Agreement required by Shorewood Bank & Trust. Further, the President of the Board of Library Trustees, Treasurer of the Board of Library Trustees, and the Library Director are hereby authorized as signatories on the Library District's accounts with the Bank and directed to execute any documentation associated therewith said Bank's accounts.

SECTION THREE: Any and all policies or resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 10th day of March 2022

AYES:

NAYS:

ABSENT:

APPROVED THIS 10th Day of March 2022

_____
Thomas Novinski
President, Board of Library Trustees

ATTEST:

_____
Karen Voitik
Secretary, Board of Library Trustees

March 10th, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Transfer from Reserves

I recommend that the Board approve a transfer of $150,000 from reserves to cover expenses for April and May. Our tax deposits come at two different times – we get half of our tax receipts in July through September and half of our tax receipts in May-June. This creates a cash-lean time in the Spring.

As for the January 2022 financial report (the report I have access to as I am writing this memo), the Library is 59% through the fiscal year. The Library has received 51% of tax monies, with the rest arriving in May, with expenses sitting at 45% anticipated. The Library is operating within budgeted parameters.

In Reserves, the Library has a little over $371,000, with another $100,000 invested in a CD set to mature in August of 2022. The proposed transfer will be repaid when tax money typically begins arriving in May of 2022, so the $150,000 transfer is essentially an interest-free loan between Library accounts.

I recommend that the board approve the transfer of $150,000 from Reserves, with repayment to the Reserves account completed no later than June 30, 2022.

March 10, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Director's Evaluation

The Board typically evaluates my performance annually in April. This allows for the accurate budgeting of any salary increase to be included in the upcoming budget.

I will provide my self-evaluation to the Board in person on Thursday evening, as it does not form part of the public board packet.

I have enclosed a copy of the Director Evaluation form that has been used by the Board since 2011. I will send out an electronic copy of the form after the Board meeting.

EMPLOYEE PERFORMANCE EVALUATION

Employee's Name: _____

Position: _____

Date: _____

Type of Review: ☐ Annual

☐ 6 month

☐ Other: _____

My supervisor has reviewed this evaluation with me. My signature does not imply full agreement with the contents of the evaluation, but it does indicate that I have reviewed the contents with my supervisor and have accepted responsibility for the performance objectives in the evaluation. I understand that I may attach written comments reflecting my response to this evaluation if I so desire. I will forward written comments to my supervisor for review and inclusion with this evaluation in my personnel file.

_____ _____

SUPERVISOR EMPLOYEE

_____

DATE COMPLETED

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

LIBRARY DIRECTOR PERFORMANCE REVIEW

DATE:

Rank according to the following scale:
1. Unsatisfactory 2. Needs improvement 3. Meets expectations 4. Above expectations

A. Library Management

Meets with the Board of Trustees to establish policies for library operations. Helps develop policies that are designed to provide excellent customer service. Identifies policies that need to be changed or updated. ____

Administers the library in accordance with the policies and procedures established by the Board of Trustees. ____

Effectively interacts with the Board of Trustees. ___

Develops and prioritizes library goals and objectives. _____

Supervises the selection, purchase, and withdrawal of library materials with input from staff and patrons. _____

Plans and coordinates the daily operations and administration of the library district. ____

Accurately prepares reports relating to library operations. _____

Oversees publication of legal notices as needed. _____

Directs the overall maintenance of the building and grounds. _____

Oversees the library's programming activities. _____

Coordinates publicity and public relations for the library. _____

COMMENTS:

B. Financial Management

Assists in the preparation and administration of the library's annual budget. ____

Analyzes sources of revenue and anticipates expenditures and costs of services. ____

Understands, and works with the Board to prepare, financial documents such as the Budget & Appropriations Ordinance and the Levy. ____

Effectively plans and spends the budget to best meet the needs of patrons. ____

Responsibly prepares invoices for payment. _____

COMMENTS:

C. Personnel Management

Hires staff as needed and maintains staffing levels to support the needs of the library. ____

Supervises and evaluates library personnel. ____

Coordinates training and continuing education for library staff. _____

COMMENTS:

D. Overall Professional Performance

Shows initiative and leadership. ____

Is dependable. ____

Attends meetings, workshops, and conferences to consistently improve job knowledge. ____

Communicates effectively with staff. _____

Communicates effectively with patrons. _____

Communicates effectively with board. _____

Acts as a spokesperson for the library. _____

Maintains poise and composure. _____

Maintains a professional demeanor in the workplace. _____

COMMENTS:

E. Community Relations

Represents the library on community organizations and groups. Encourages and provides opportunities for other staff to represent the library also. _____

Exhibits an awareness of the needs and activities of the community and actively develops/supports library programs and services that benefit the community. _____

COMMENTS:

March 10, 2022

TO: Board of Trustees

FROM: Jennie Mills, Director

RE: Viewing of Short Takes 1: What It Means to Be a Library Trustee

The initial video in this series is a little under 11 minutes long. In your packet, I have enclosed the handout that is provided with this video.

United for Libraries
Association of Library Trustees, Advocates, Friends and Foundations
A division of the American Library Association

Short Takes for Trustees

What It Means to Be a Trustee

Resource Guide

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United for Libraries
859 W. Lancaster Ave
Unit 2-1
Bryn Mawr, PA 19010

Toll Free: (800) 545-2433, ext. 2161
Direct Dial: (312) 280-2161
Fax: (484) 383-3407
Web site: www.ala.org/united
E-mail: united@ala.org

November 2014

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Fiduciary Responsibility for Governing Boards

Governing boards have both legal and fiduciary responsibilities. Many trustees take this to mean that they are responsible for ensuring that the library's budget is spent well and fully in accordance with the library's mission, and that the library operates within the law. Certainly, these are important aspects of their duties.

Fiduciary responsibility, however, should be viewed in much broader terms – especially in relationship to an entity as important as the public library. Stephen R. Smith, in writing about the duties of a nonprofit board, says that fiduciary responsibilities extend to duty of due care, duty of obedience, and duty of loyalty. Duty of care, he says, "requires that a director [trustee] perform his or her responsibilities as a board member in good faith and with the care that an ordinarily prudent person in a like position would use under similar circumstances." In addition, he lists the following as requirements for acting with due care and due obedience:

- Adopting policies and procedures that provide for effective oversight of management.
- Attending board and committee meetings to which they are assigned so that they will have an opportunity to obtain the information necessary to make an informed judgment about matters on which they must make decisions on behalf of the corporation [library].
- Acting in an independent manner and exercising independent judgment in matters affecting the nonprofit.
- Ensuring that the nonprofit acts in accordance with its exempt purposes.[1]

The duty of loyalty is basically one that requires that individual trustees always act in the best interest of the library and never in his or her own best interest. Because of the importance of this obligation, it is wise for boards to require that every member sign conflict of interest and ethics statements. If your board does not already have these in place, working on their development will give everyone an opportunity to reflect on their positions as well as safeguard any future actions of malfeasance by members. Examples of both are included in the resource guide for the Board Ethics video.

[1] Stephen R. Smith, "Directors and Officers on Behalf of the Board" in, *The Nonprofit Legal Landscape.* BoardSource, 2005.

Directors and Officers Insurance

The subject of trustee liability is one that should be taken seriously and addressed. Federal law and state laws in many cases protect individuals from harm in a lawsuit if they have acted in good faith – even if a decision they made turned out to be one of poor judgment or erroneous. In addition, anyone bringing suit against an individual trustee or trustees has the burden of proof to show that the individuals did *not* act in good faith.

That's all well and good, but protecting trustees from liability when acting in accordance with their fiduciary responsibilities won't necessarily keep someone from trying. The cost to any individual board member to defend against a lawsuit can be very significant. Therefore, it behooves the board as a whole to indemnify members in the case of law suits. Indemnification means that the board will cover any costs for defense of a member or members if in the end there is no judgment against them.

The board can protect itself from legal defense costs by having Directors and Officers (D&O) insurance. Coverage for this insurance can be extended to individual trustees or can cover the board itself in the case where it indemnifies its trustees for reimbursement of expenses.

Some boards may well be covered by their parent organization if part of a larger government body such as the county or city. It's a good idea to find out. If the board does not have this protection, they should look into and carefully compare D&O policies. According to Smith, the following are important steps to take:

- The nonprofit's management should retain the services of a knowledgeable insurance broker who can ensure that the proper coverage is provided at the most affordable rate.

- Directors should review the coverage and terms with management and should ask questions regarding the proposed policy.

- The company chosen to provide the coverage should be highly rated by the insurance rating agencies.

- The policy should require the insurance company to provide the corporation and its directors with a defense to any lawsuit and to pay for that defense.

- Careful attention should be paid to the notice provisions of the policy since the failure to comply with required notice to the insurance company of a potential or pending lawsuit may, in some instances, invalidate the coverage.[2]

Note: Many confuse D&O with Errors and Omissions (E&O) insurance, but they are not the same. D&O insurance is concerned with the performance and duties of management and governance. E&O is concerned with performance failures and negligence with respect to your products and services. It is a good idea to have both if at all possible but if you only are able to get one kind of coverage, the best for boards and board members is the D&O insurance.

[2] *Ibid.*

Working Together: Roles and Responsibilities Guidelines

Responsibilities of	Library Director	Library Board	Friends
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in accordance with town charter.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.	Conduct fund raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa. .	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
Networking	Encourage City Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries.	Join the Friends of Connecticut Libraries as a resource to better support the library.

CONNECTICUT STATE LIBRARY
Connecticut Library Association
ACLB Association of Connecticut Library Boards
Friends of Connecticut Libraries