

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
October 21, 2024
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on October 21, 2024.

CALL TO ORDER AND ROLL CALL

Stratakos called the meeting to order at 6:02 p.m. Present were A. Mohammad, C. Barry, I. Chafee, K. Groark, T. Hanes, and S. Stratakos.

Also present from staff were Jane Jenkins, Library Director; Sara Horn, Deputy Director, and Roberta Richter, Head of Business Services.

N. Angelos was absent.

Chafee moved, and Hanes seconded to appoint Stratakos as President Pro Tempore. Upon a voice vote, all Trustees present voted "aye."

ACKNOWLEDGEMENT OF VISITORS

The virtual audit presentation will be provided by Joe Troyer of GW & Associates. The virtual strategic plan presentation will be provided by Amanda Standerfer of Fast Forward Libraries.

APPROVAL OF MINUTES

Chafee moved, and Barry seconded, that the Board of Trustees approve the minutes of the Regular Board Meeting on September 16, 2024. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Groark moved, and Chafee seconded, that the Board of Trustees approve the minutes of the Closed Session of September 16, 2024. Upon a voice vote, all Trustees present voted "aye." Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

Stratakos moved, and Groark seconded that the Operating Fund Treasurer's Report for the month ending September 2024 be received and filed for audit, and that Operating Fund Warrant #4 for the month of October 2024 in the amount of \$251,579.28 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

Stratakos stated that the Trustees were happy to see Azmi Mohammad and gave him well wishes.

PUBLIC COMMENT

None

DIRECTOR'S REPORT

Jenkins notified the Trustees of the upcoming Chicago Legislative Breakfast being held on Tuesday, December 3, at the Double Tree Hilton Hotel in Alsip. Registration is required. Trustees interested in attending should contact Jenkins. The deadline to register is November 21. Jenkins will send out a reminder prior to the deadline.

Jenkins informed the Trustees that due to the hurricane in Florida, artist Sonata Kazimieraitiene requested an extension for the community mural project. The Trustees agreed that this is a reasonable request, considering the circumstances.

Jenkins shared that she will be on vacation starting Wednesday, October 23 and will be returning on Monday, November 4.

Barry highlighted the addition of the new micro pantry. Jenkins shared that Richter volunteered to monitor the items being donated and to screen the inventory and Horn created a page on the website regarding the guidelines for the pantry. A sign will be made for the pantry with the Library's name and logo and there will be a press release. There have been multiple comments, likes, and shares about the pantry on the Library's social media pages and patrons have started making donations, as well.

At the November meeting, Jenkins will present information to the Trustees about the 24-hour Library she wants put in place next year.

Chafee inquired as to when the next episode of the *Checked Out* podcast will be available. Horn stated that it will be released early, on October 30. The link for the podcast can be found on the Library's website.

AUDIT PRESENTATION:

Joe Troyer of GW & Associates presented the audit to the Trustees. He explained the auditing procedures which included reconciling the balance sheet, making sure the necessary paperwork is there and accurate, verifying the income statement by examining the revenues from third parties, and testing some of the expenses to make sure they are properly authorized and booked to the correct account.

Troyer noted that the audit presents fairly with an unmodified opinion, the statements reflected where the financials are at as of the end of the fiscal year and he did not find anything wrong or incorrect. The Library's cash and other assets are maintained at a higher level, while capital assets went down. Overall, the net position increased for the year.

Troyer discussed assets that were added over the year, including casework, doors, painting, the 3D printer, the materials handler, and the automated check in system (Smart Shelf).

Troyer stated that this was a consistent year with no large changes. Chafee inquired about the increase in interest. This is due to the investments made by the Library's broker and Richter working to change banks to higher interest-bearing accounts.

To ensure that the Library's revenues are not excessive, a capital plan is in place. Currently, there are multiple large projects planned to ensure we are utilizing our funds and not having too much of a surplus.

The Trustees thanked Troyer for his presentation.

STRATEGIC PLAN

Amanda Standerfer shared the Strategic Plan review and discussed why the Library is doing this project. She also reviewed the overall process, which includes the plan's structure, direction, goals, and activities. She explained that the activity portion will be ongoing during the next several weeks.

Standerfer shared the strategic directions which are; to maximize community engagement and responsive Library services, to optimize Library spaces for access and comfort, and to foster a thriving organizational culture. She shared the new vision phrase and asked the Trustees to choose between two options for the mission statement. The Trustees agreed on the second option: We connect the community with information and experiences to inspire lifelong learning.

Standerfer explained that the Library will now transition to implementation. Her team will create an activity plan and develop an evaluation framework.

The Trustees inquired as to what they could be doing to support the staff. Standerfer advised them to ask questions, read the reports, and assist with deciding on spending and budgeting.

The Trustees thanked Standerfer for her presentation.

After the presentation, Jenkins stated that she feels good about this plan and feels the goals are achievable. Jenkins also mentioned that Horn is creating a tracker for the plan so that all staff and patrons can see how things are progressing.

NEW BUSINESS:

ACTION ITEMS:

Mohammad moved, and Stratakos seconded to accept fiscal year 2024/2025 annual financial report by GW & Associates, presented at the October 21, 2024, Board Meeting. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

Groark moved, and Mohammad seconded to approve Ordinance #1230 2024/2025 tax levy. This annual levy is necessary in order to have the county extend taxes that are legally due to us. The total levy for all funds is \$3,624,215. Upon a roll vote, all Trustees present voted "aye." Motion carried.

Hanes moved and Barry seconded to approve the strategic plan for 2025-2027. Upon a voice call vote, all Trustees present voted "aye." Motion carried.

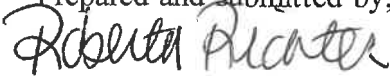
CORRESPONDENCE

Richter received a compliment on the notary services she provided to a patron. Patron Services Associate, Lili was complimented on how professional and helpful she is.

ADJOURNMENT

There being no further business before the Board, Stratakos adjourned the Regular Meeting at 7:07 p.m.

Prepared and submitted by,



Roberta Richter, Recording Secretary