

MINUTES
INDIAN TRAILS PUBLIC LIBRARY DISTRICT
355 SCHOENBECK, WHEELING, IL 60090
BOARD OF LIBRARY TRUSTEES WORKSHOP
Wednesday, May 1, 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, Henry Hackney, Jr., Erin Hauck, Caitlyn Keenan
(arrived at 7:04 p.m.), Christine Melone, Mary Moodhe
Absent: None

Also present were:

Staff: Executive Director Brian Shepard, Susan Beal, Chris Marquez, Robyn Franklin

ADDITIONS TO THE AGENDA

None

PUBLIC COMMENTS

None

INFORMATION TECHNOLOGY UPDATE

Chris Marquez, IT Manager, updated Trustees on the state of the IT equipment in the library. He noted that our newest server was purchased in 2014 and is due for an update. He also noted that the next project will be purchasing new public computers and laptops. This will be included in the next fiscal year's budget. After that, new staff computers and laptops will be purchased.

FINANCIAL PROCEDURES DISCUSSION

Susan Beal, Business Manager, reviewed the Business Office Internal Controls document that is used and shared with the library's auditor each year. The document is updated annually, as procedures change over time.

FY 2024-2025 PRELIMINARY BUDGET DISCUSSION

Executive Director Shepard gave an overview of the preliminary FY 2024-2025 budget. He discussed some staffing updates, changes to the materials budget and capital projects including a refresh to the Youth Services area, electric vehicle chargers, purchase of a light duty pickup truck and emergency generator. The preliminary budget will be presented for passage at the June 19, 2024, board meeting.

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 7:59p.m.