

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

**February 12, 2026**  
**7:00 pm.**

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
  - January 8, 2026
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 – January 2026
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
11. New Business –
  - a. First Review of Proposed Board By-Law Changes, Before Action at Next Month's Meeting **(Review)**
  - b. Approve closure of Chase account \*9149 **(Action)**
  - c. Approve Family Neonatal Intensive Care Unit Leave Policy **(Action)**
  - d. Approve Release of Executive Session Minutes from June 2025 – January 2026 **(Action)**
12. Announcements
  - a. Agenda Setting for March's Board Meeting
  - b. Illinois Library Association Trustee Training/Shorewood State of the Village?
  - c. Announcements

Individuals requiring special accommodations as specified by the Americans with Disabilities Act are requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours before the meeting date.

For further information regarding this meeting agenda, please contact:

Jennie Cisna Mills, Director  
Shorewood – Troy Public Library District  
650 Deerwood Dr., Shorewood, IL 60404  
815-725-1715, [jmills@shorewoodtroylibrary.org](mailto:jmills@shorewoodtroylibrary.org)

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
January 8, 2026**

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 January 8, 2026. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

- |                    |                  |
|--------------------|------------------|
| 1. Karen Voitik    | 2. Vito Schultz  |
| 3. Arthetta Reeder | 4. Tom Novinski  |
| 5. Bob Stahl       | 6. Krysten McGee |

ABSENT: Tiffany Allen-Smith

STAFF PRESENT:

Jennie Mills, Director  
Cindy Norman, Finance Clerk

VISITORS PRESENT: Paul Mills

CHANGES/ADDITIONS TO AGENDA:

APPROVAL OF MINUTES:

Treasurer Stahl moved that the minutes of the regular meeting on December 11, 2025, be approved. Secretary Voitik seconded the motion, and it was passed with all members voting "yes." Vice President Schultz abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of December 2025	\$1,054,693.00
Cash received during December 2025	35,434.28
Disbursements	<u>(120,242.13)</u>
Cash on Hand End of December 2025	\$ 969,885.15
Location and Denomination of Cash	
Petty Cash	\$ 300.00
Money Market – Old Plank Trail x6183	341,120.16
Payroll Account – Chase	9,088.21
License Plates – Chase	1,603.65
Money Market – Old Plank Trail x9335	503,557.53
Money Market – Old Plank Trail X9981	<u>114,215.60</u>
TOTAL	\$ 969,885.15

#### APPROVAL AND PAYMENT OF BILLS:

Vice President Schultz moved that the bills presented for payment for December 2025 be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted "yes".

#### CORRESPONDENCE:

#### LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
  - The Property & Casualty Insurance renewed January 1<sup>st</sup>. Director Mills included the policy coverage in the packet for the Trustees to review.
  - Physical circulation was up 7.7% for calendar year 2025, and digital circulation was up 23% for calendar year 2025.
  - This is the 50<sup>th</sup> Anniversary of the Library District. There will be a reception on April 23<sup>rd</sup> during National Library Week, to seal a time capsule.
  - The Foundation received \$2,600 in donations in December with \$2,500 coming from one individual. Director Mills is starting to look into a permanent way to recognize the donors.

OLD BUSINESS: None

#### NEW BUSINESS:

- a. Vice President Schultz moved/Trustee Reeder seconded to approve the Director's Succession Plan/State Standard. The motion passed with all members present voting "yes."
- b. The board reviewed the proposed By-Law Changes that became necessary due to recent changes of Illinois laws regarding the Open Meetings Act. Military Service was added to the list of reasons that Trustees can attend remotely and Board Meetings, including Committee meetings, cannot be held on Election Days. Director Mills also clarified that non-attendance by a Trustee at board meetings for 12 consecutive months is a reason to declare a vacancy in their position (this is Illinois law).
- c. Vice President Schultz moved/Trustee Reeder seconded to approve the updated Finance Policy. A roll call was taken and the motion passed with all members present voting 'yes'.
- d. Vice President Schultz moved/Treasurer Stahl seconded to approve applying for a \$5,000 RAILS Grant "My Library..Is" for Start-Up Costs for a Middle-Grade Reading Program. The motion passed with all members present voting 'yes'.

#### OTHER BUSINESS:

- a. Director Mills will provide the corrected version of the By-Laws to the Trustees

Vice President Schultz moved/Treasurer Stahl seconded for the meeting to adjourn at 7:14 p.m. with all members present voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk

# Thank you

## Dear Members of the Board of Trustees,

I am writing to express my sincere appreciation for the opportunity for our homeschool group to use Meeting Room A at the Shorewood Public Library through the reservation system. This space has become incredibly meaningful to our families, and we are deeply grateful for the care and intention behind making it available.

For many homeschool families, choosing this path involves real financial and logistical sacrifice. Having access to a welcoming, affordable place to gather makes a tremendous difference. Meeting Room A has become a place where our children can connect, learn together, and feel a sense of belonging. That is not always easy to find outside of traditional school settings.

What truly makes this experience special, however, is the people behind the space. The children's department staff consistently go above and beyond to make families feel welcomed and supported. Their kindness, patience, and genuine warmth create an environment where children feel comfortable and excited to be there. That sense of care transforms the space from a simple meeting room into something much more meaningful.


We are incredibly grateful for the library's commitment to serving families and fostering connection. The impact of your support reaches far beyond the walls of the building and into the lives of the children and families who gather there.

Thank you!  
Elenor Sullivan



Shorewood-Tray Library,

Thank-you so much for hosting a drop box  
for our Gifts for Guardians event this year.

Your help made it possible for 12 teen  
parents & their babies to receive gifts, 45  
Men & Women residing at Morning Star Mission  
emergency shelter to have a gift Christmas  
morning, 10 Kids + 26 people in domestic violence  
Survivor housing to get gifts, 38 homeless kids shopped  
for their B parents + siblings, and 3 single ladies all  
had a Blessed Christmas because of your help!  Blessing  
Bandits

## Director's Report/February 2026

### Administrative Duties:

- In November, the Library was contacted by the Department of State to ensure that we are not operating as a 501©3, for the purposes of acting as a passport agency. Legally, passport agencies must be arms of local governments. We are **not** a 501©3 agency, but in other states, such as PA, public libraries are organized as 501©3 organizations. I submitted paperwork in November demonstrating that we were organized as a taxing district. The Department of State sent an official notice in late January that we were cleared to continue operating as a passport agency.
- I submitted a "My Library... Is" grant RAILS. We are awaiting a decision on the application.

### Committee Work:

- I mentioned in a report several months ago that WIN, an insurance cooperative to our north, may be seeking to merge with LIMRiCC, which I chair. WIN has about 20 member libraries. LIMRiCC has around 70. We're seeking to enroll 1000 employees in the health insurance pool to obtain more competitive rates. The joint meeting for this merger is on 2/24. It will have to be a quick decision to join, with a long tail of decisions if it does happen. Blue Cross Blue Shield would need to begin the quote for the combined pool in March, with negotiations between the two entities, followed by revisions to the Intergovernmental Agreement that every agency must sign, occurring in the remainder of 2026.

### Circulation:

- Our overall circulation in January was up by 7%, but physical item circulation was up by 8.5% (for once, it was the digital items dragging the circulation down...)

### Databases:

- The State of Illinois has finally given libraries clearance to begin promoting the database package that the State Library is providing to public libraries in the State of Illinois. One of the databases that we are the most excited about is Learning Express, which provides access to ACT and SAT test preparation, assisting people with basic computer skills, assisting students with core math skills from grades 4 on, and preparing for career accreditation skills (like nursing exams, real estate exams, teaching exams, etc.).

### Foundation:

- The Foundation received **\$500 in donations** in January. This brings the Foundation's total to \$6,020. I've put samples of what several donor trees could look like in your packets.

### **Grants:**

- I'm applying for a grant for "Summer Youth Employment" through the Give Something Back Foundation, which would provide funding for a summer intern for the Children's Department through their busiest season (Summer Reading). The granting agency does have a pool of preselected youth to interview, but it would be a boon to have funding for an extra staffer for that department during the Library's busiest programming cycle.

### **Staff:**

- In January, I had a touch-base meeting with every staff member to see how they were feeling about how they were feeling about their workload, their roles within the Library, and their communication with their supervisor and me.
- Leslie is a member of PIN-Ops, which is a Committee within Pinnacle; currently, PIN-Ops is working on planning the all-Pinnacle staff day that will take place on August 7<sup>th</sup>. Lori and her staff have been asked to lead a panel discussion on storytimes, as they are known in Pinnacle for engaging, well-executed storytimes for children.

### **Meetings:**

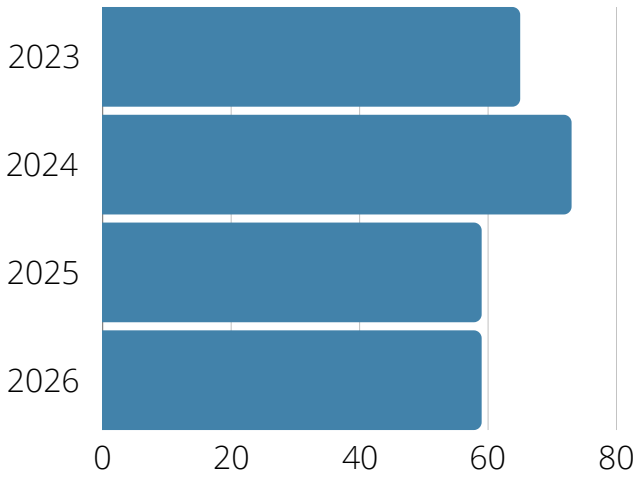
- Illinois Library Association Executive Board Meeting, External (1/15/2026)
- Pinnacle Meeting with Committee Chairs, External (1/16/2026)
- Pinnacle Governing Board Meeting, External (1/16/2026)
- LIMRiCC Board Meeting, External (1/20/2026)
- Will County Center for Economic Development/Imagination Library Fundraiser, External (1/22/26)
- RAILS Continuous Education Training Webinar, External (1/28/2026)
- True Story Book Club, Program, 7 attendees (1/28/2026)
- RAILS Continuous Education Training Webinar, External (2/3/2026)
- RAILS Member Update, External (2/11/2026)

# MONTHLY REPORT

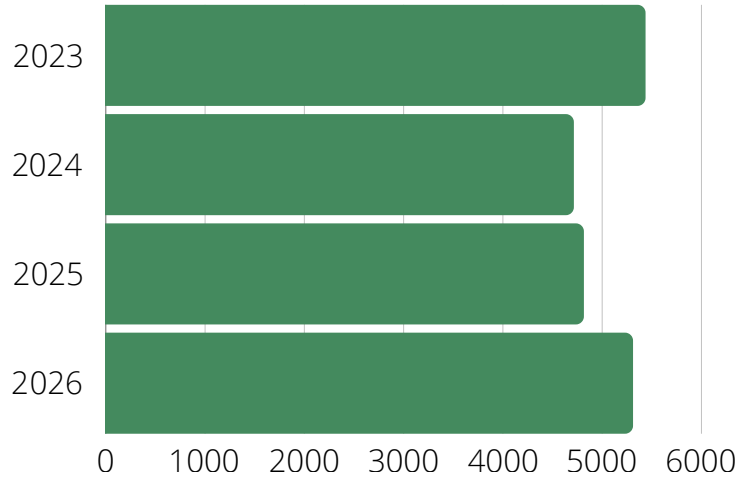
## JANUARY 2026

**JULIE HORNBERGER**  
CIRCULATION MANAGER

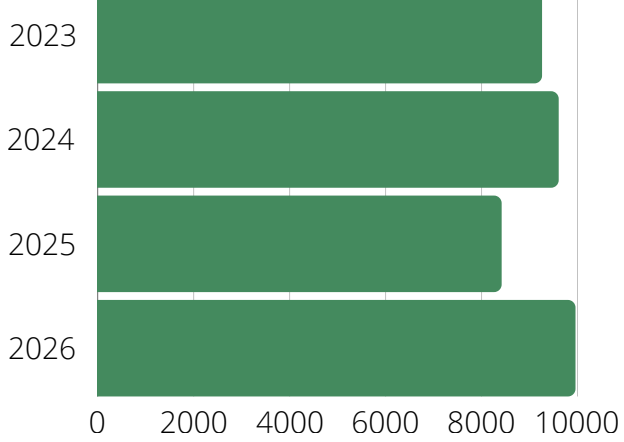
### NEW CARDS



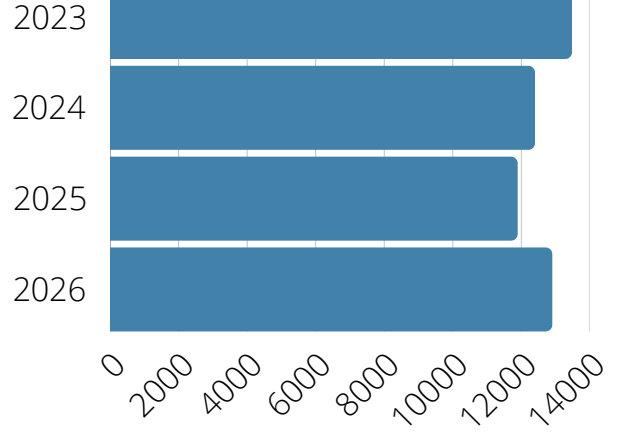
### DOOR COUNT



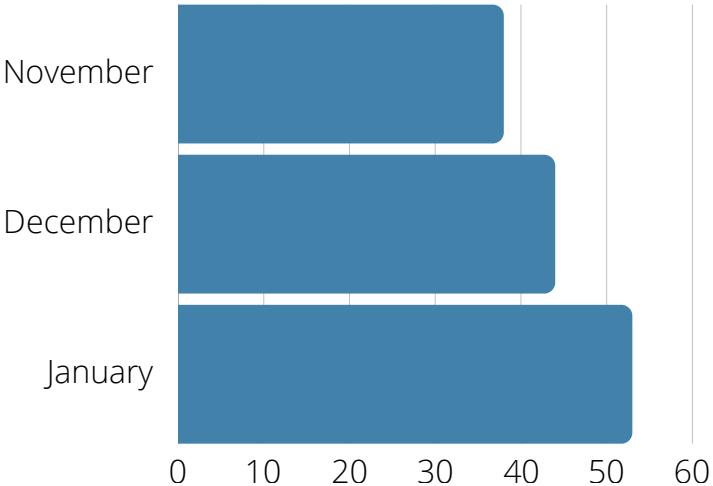
### ITEMS CHECKED IN



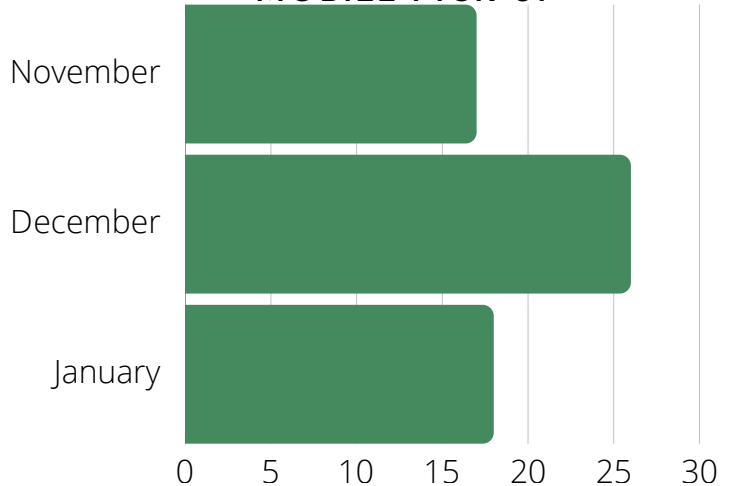
### ITEMS CHECKED OUT



### NOTARY



### MOBILE PICK UP



# MONTHLY REPORT

**LORI FREEMAN**  
**CHILDREN'S MANAGER**

**January**  
**2026**

## DEPARTMENT UPDATES

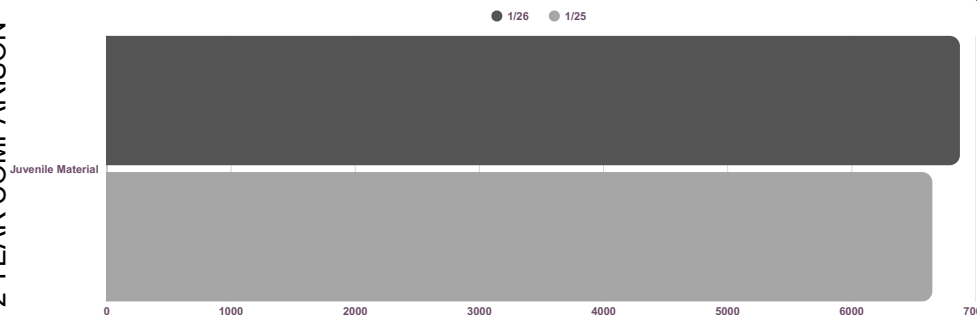
- **Winter Read Prep:** This year, our theme for WR is "Lights, Camera, Read!" My team prepped decorations, bingo logs, activities, and prizes. We will have 16 winners for WR. Our prizes are book-to-screen adaptations.
- **Picture Book Collection:** Picture books are our highest-circulating collection, and it is ever growing. This month I focused on weeding the collection. I purchased 3 more shelves to expand the collection and shift to space out the books. This project will continue into next month. Just for reference, I include a before-and-after picture to show how much the collection has grown. Each shelf holds approximately 320 books. We currently have 15 shelves and will have 18 with space for approximately 5,760 picture books when this project is complete.



## CIRCULATION

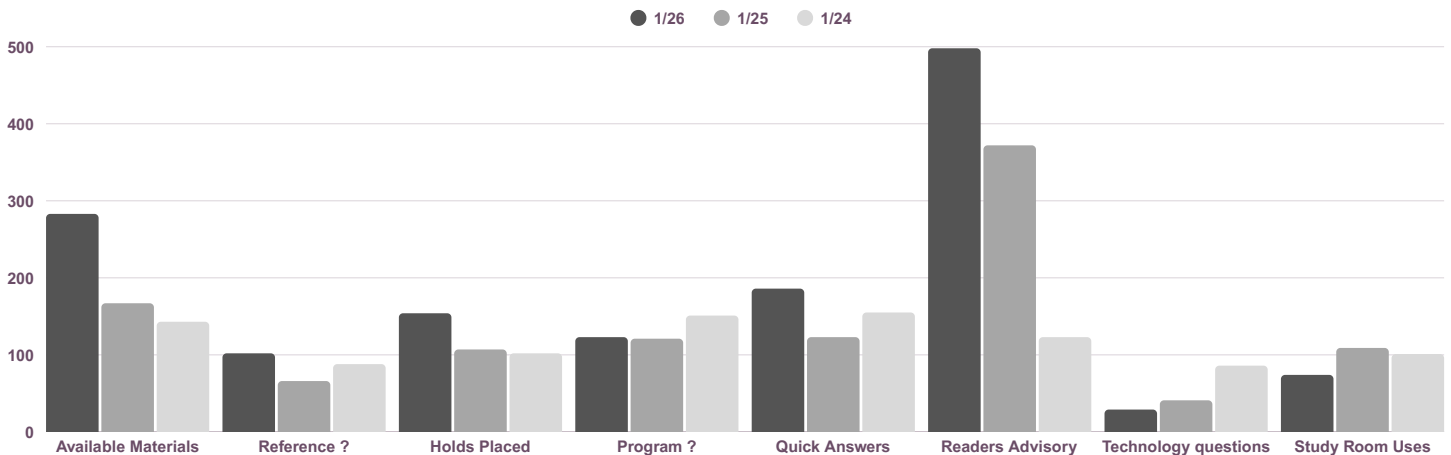
The circulation of Juvenile materials for the month of January 2026 increased by 3.34%. 6,871 items were checked out as opposed to 6,649 the previous year.

2 YEAR COMPARISON



## DELIVERABLES

3 YEAR COMPARISON



## Reference Breakdown 1/26

- **283** patrons ask about available materials
- **102** ask general reference questions
- **154** holds were placed
- **123** questions were asked about programs
- **186** quick answers were provided
- **498** reader's advisory
- **29** patrons asked about technology.
- **74** study room reservations.



## CHILDREN'S PROGRAMS

**21**  
 Active Programs Offered

**406**  
 Total Attendance

**7**  
 Passive Programs Offered

**1333**  
 Total Attendance

# Children's Outreach Report

## January 2026



**PreK Storytime's:** Age appropriate stories, songs, and fingerplays to promote early literacy skills. Library Promotional materials are printed and shared at each visit. Storytime's will reflect the teachers' lesson plans. Book deliveries are provided using Library materials reflecting teachers' requests.

- **Shorewood Early Learning**
  - 3, 4, & 5 Year Old
  - 2 Classrooms
  - 5-7 Staff members
- **Step by Step**
  - 1 & 2 Year Old's
  - 3, 4, & 5 Year Old's
  - 2 Classrooms
  - 3-4 Staff members
- **The Learning Experience**
  - 1 to 2 Year Old's
  - 3, 4, & 5 Year Old's
  - School age children
  - 12 Staff members
- **Trinity Christian School**
  - PreK
  - 5 Classrooms
  - 12+ Staff members

**Total Engagement**  
**291**

### School Partnerships:

**Trinity 1st Grade Event,** STPL holds a Winter themed educational storytime with Library skills and Trivia!

**Total Engagement**  
**43+**

**Winter Read Invitation to all local schools,** Students and staff of our local schools are invited to participate in our Winter Read challenge!

### Community Partnerships:

**Bilingual Storytime w/ the Spanish Community Center,** sharing songs, stories, resources, and fun in both English & Spanish!

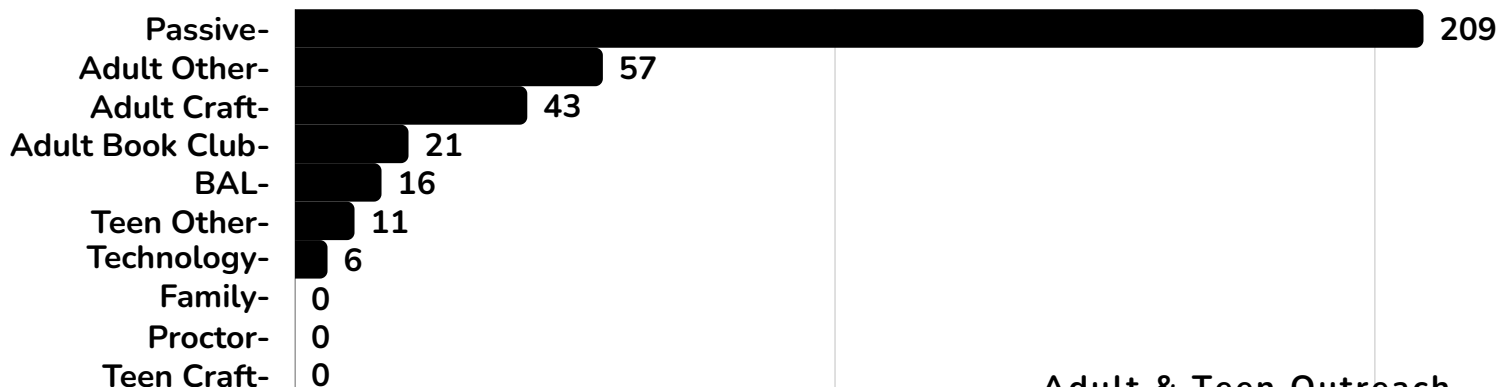
**Kiwanis of Shorewood** - STPL supports our families in need by creating signage, social media posts and participating as a donation location for the annual Coat Drive. January kicked off preparation for the annual fundraising Gala. Special signage and social media posts created to promote this event.

**Total Engagement**  
**64+**

# ADULT, TEEN, & TECHNOLOGY SERVICES MONTHLY REPORT- JANUARY 2026

-Rose Nowak - Adult, Teen, & Technology Services Manager

## Program attendance breakdown:



### Active Programs

Number of Programs: 14  
Attendees: 93

### Passive Programs

Number of Programs: 10  
Total Patrons: 209

### Adult & Teen Outreach Snapshot:

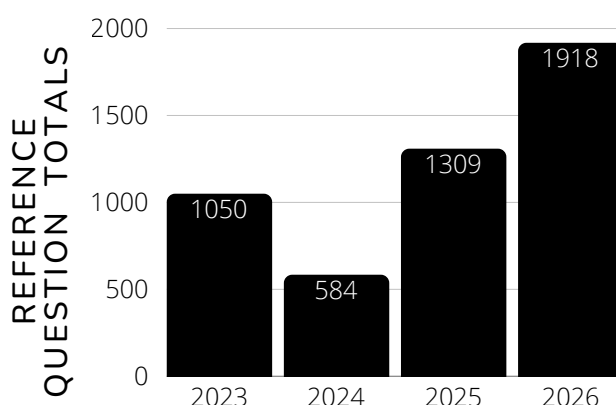
Number of Programs: 10  
Total Patrons: 36  
Homebound Deliveries: 3

## Staff Meetings, Training, Programs, & Events

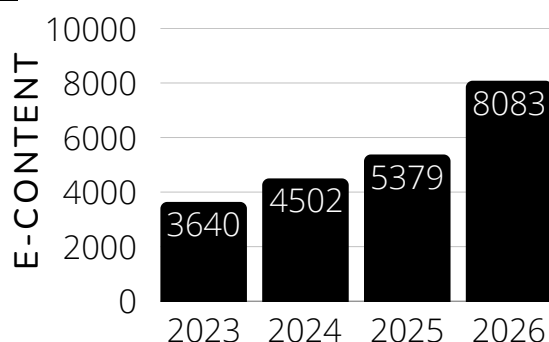
- Rose - Adult, Teen, & Technology Manager (19)
  - *Beast of Deerwood* Escape Room
  - PinTeen Meeting
- Audrey- Adult Services Program Coordinator (18)
  - *Bring Your Own Book* Book Club
  - *Chicago Auto Show History* presentation
- Gabby- Adult & Teen Outreach Coordinator (17)
  - *Taylor Swift* Trivia
  - Timbers Book Club
- Violet - Teen Programming Coordinator (10)
  - Teen Volunteering- Valentines for Seniors
  - PinTeen Meeting
- Hailie - Adult & Teen Services Assistant (3)
  - *Book-A-Librarian*

## Reference Stats

- TOTAL: 1,918
  - Reference: 398
  - Item Availability: 144
  - Reader's Advisory: 124
  - Holds: 24
  - Programs: 84
  - Technology: 440
  - Quick Answer: 704



## E-Content



### • E-Content Holdings

- Hoopla: 1,391 items
- Libby: 6,724 items

# ADULT & TEEN OUTREACH REPORT JANUARY 2026

Total Teen & Adult  
Outreach

Programs/Events:

10

**Alden Estates:** Biweekly visit alternating between book pick-up/drop-off and a craft.

**Shorewood Horizons:** Biweekly visit with book pick-up and drop-off.

**Shorewood Glen:** Monthly craft program at their community center. January's craft was paper mache birds.

**Timbers of Shorewood:** Monthly visit with book pick-up and drop-off.

**Timbers Book Club:** Members read and discussed the book *Lula Dean's Little Library of Banned Books* by Kirsten Miller. Next month, they will be reading *The Wedding People* by Alison Espach.

**Trivia @ Will County Brewing Company:** Monthly outreach trivia program geared towards adults. January's installment was Taylor Swift themed.

**Homebound Deliveries:** Bi-weekly visits to drop-off and pick-up books.

The Library was an official drop off location for the **Kiwanis Coat Drive**.

Shorewood-Troy Public Library provided a Library-themed **Christmas tree for the Festival of the Trees**. This month, Sarah and Gabby went to take it down.

Reoccurring  
Programs/Events:

4

Total Participants:

36

Homebound  
Deliveries:

3

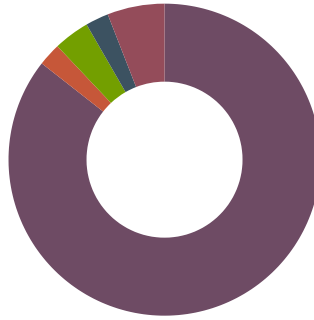
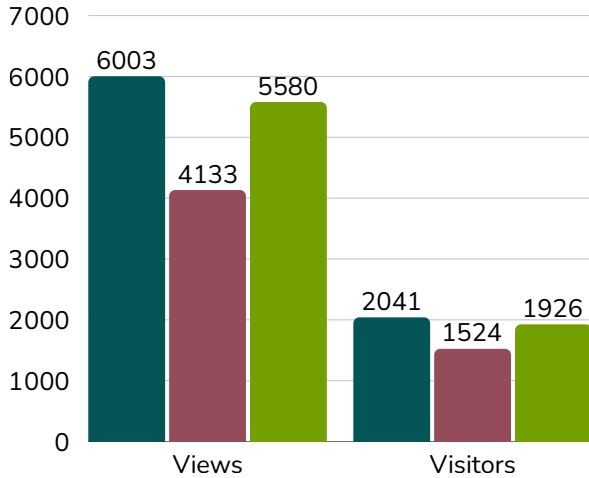
Community  
Bookdrop Returns:

79

# January 2026 Marketing Stats

Monthly Board Report  
Donna Rodriguez  
Marketing Specialist

## Website Visits:



Home Page - 85.6%  
Passports - 5.9%  
Get a Card - 3.7%  
Employment - 2.4%  
What's Happening - 2.4%

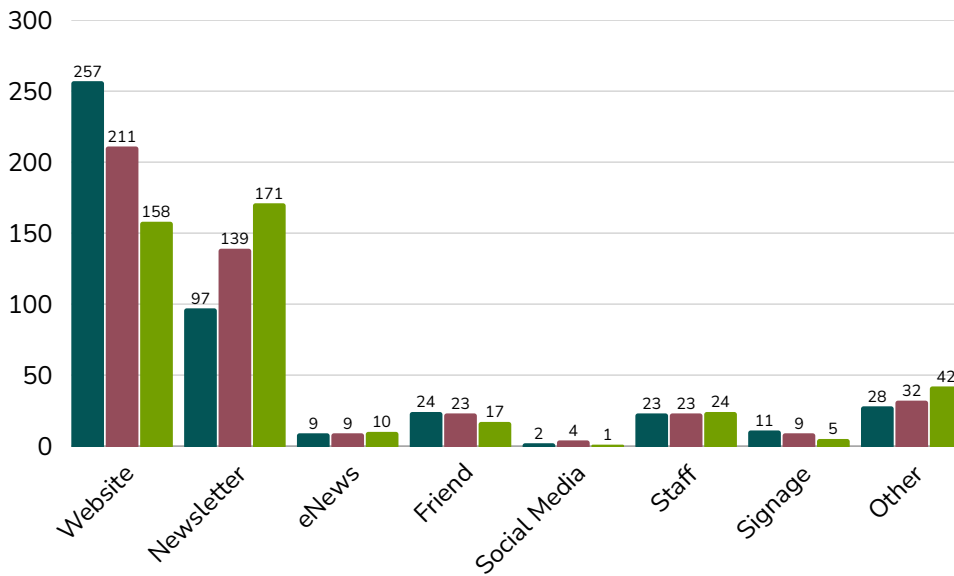
### Meeting Room:

	2026	2025	2024
Non-Profit	46	1	3
For-Profit	0	0	0

### eNews Stats:

<b>2026</b>	
8,410 EMAILS SENT	
34.79% OPEN RATE	
255 CLICKS	
141 UNIQUE CLICKERS	
<b>2025</b>	
7,183 EMAILS SENT	
45.79% OPEN RATE	
250 CLICKS	
162 UNIQUE CLICKERS	
<b>2024</b>	
8,397 EMAILS SENT	
42.74% OPEN RATE	
223 CLICKS	
180 UNIQUE CLICKERS	

## Program Referrals:



## Facebook:

REACH  
**39.3k**  
2025  
**80.3k**  
2024  
--

FOLLOWERS  
**4.4k**  
NEW FOLLOWERS  
**24**

INTERACTIONS  
**788**  
2025  
**2.5K**  
2024  
--

## Instagram:

REACH  
**470**  
2025  
**526**  
2024  
--

FOLLOWERS  
**1.2k**  
NEW FOLLOWERS  
**5**

INTERACTIONS  
**68**  
2025  
**0**  
2024  
**0**

\*Some data is unavailable

# January 2026 Marketing Updates



## Meetings/Trainings:

- 1/5 - Polaris Leap Online Training
- 1/13 - Department Head Meeting
- 1/14 - Weblinx Training Zoom
- 1/21 - Patron Point Training
- 1/28 - April/May Programmer Meeting



## Other Items:

- Added program registration links to the February/March newsletter posted on the website so patrons can easily click and register.
- Finalized February eNewsletter and sent out.
- Made multiple website updates including, but not limited to, the What's Happening section, adding the new BookBrowse feature
- Finalize design for 50<sup>th</sup> Anniversary logo
- Created several social media posts for multiple upcoming programs, highlights include Blind Date with Chocolate, Valentine's for Seniors and Storytime with Elsa.
- Updated the old library logo on some Patron Point email templates
- Foundation donations update: current total is \$6,020

February 12, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Board By-Law Changes

Recent changes to Illinois laws regarding the Open Meetings Act have necessitated a couple of changes to the Board By-Laws. The changes made have been highlighted in yellow:

- Military service has been added to the list of reasons that trustees can attend remotely.
- Board meetings, including Committee meetings, cannot be held on Election Days
- I also clarified that non-attendance by a Trustee at board meetings for a consecutive 12 months is a reason to declare a vacancy in their position (this is IL law).

Any change to Board by-laws requires an initial read in the month before voting at the next month, so the final vote will be in February.

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.” The District was established by referendum vote in 1975 by the voters in Troy Township.
- Section 2: These rules, adopted under 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, and set out the 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 procribed 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. The Board will declare a vacancy 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 the Trustee by the Board when Shorewood-Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

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 them by the Act, or (iv) has been unable to pay the library taxes levied by the District. Absence without cause from all regular Board meetings for a period of one year (12 consecutive months) 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 regularly 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 a 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 for 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 the 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. The President is empowered to contact the Library's attorney in the following conditions: 1) There is currently no Library Director in place, 2) The Library Director is not able to contact the attorney, due to health or some other emergency situation, or 3) the Library Director must recuse him or herself from the legal matter at hand.
- 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 Director. 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 Shorewood-Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

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. In practice, the Library's recorder (a staff person) will perform this role.
- 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. In practice, the Library's recorder (a staff person) will perform this role.
- 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 recordings may not interfere with the Board's conducting of business, nor should they interfere with other members of the public's observation of the meeting.
- Section 12: Remote attendance by Board members, in accordance with Illinois Open Meetings Act Law, can only be done in the following conditions: if a physical quorum of the Board is present at the meeting location, and if the Board member unable to be present is unable to attend due reasons related to work, illness, a family emergency, childcare reasons, or military service. Notice must be given to the President of the Board 24 hours in advance, if practical, and the remote attendance must be voted upon by the full board to be permitted. The remote member will have the same voting rights as members attending in person.
- Section 13: No meetings of the Board, including Committees, may be held on an Election Day.

#### 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 Shorewood-Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

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 **Draft January 8, 2026**

February 12, 2026

TO: Shorewood-Troy Board of Trustees

FROM: Jennie Mills, Director

RE: Approve Closure of Chase Account \*9149

This is another Chase Account that needs to be closed. Once closed, the funds will be deposited into the General fund account at Wintrust. No outstanding checks or withdrawals should be waiting to be drawn against it, at this point in time.

February 12, 2026

TO: Shorewood-Troy Board of Trustees

FROM: Jennie Mills, Director

RE: Family Neonatal Intensive Care Unit Leave Policy

This policy is written to comply with a new law that went into effect in January 2026. The Library would certainly be compassionate to any employee in this situation.

## **Family Neonatal Intensive Care Leave (Draft February 2026)**

The purpose of this policy is to comply with the Illinois Family Neonatal Intensive Care Leave Act (Public Act 104-0259). This policy ensures eligible employees receive job-protected unpaid leave when their child is admitted to a Neonatal Intensive Care Unit (NICU).

### **Basic Leave Entitlement**

All employees, full-time or part-time, are eligible to take 20 days of unpaid leave when any child is a patient in the NICU. "Child" means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.

Employees may take NICU leave either continuously or intermittently. Intermittent leave may be taken in increments of no less than two (2) hours.

Employees who are eligible for leave under the federal Family and Medical Leave Act (FMLA) must first use all available FMLA leave before accessing NICU leave under this policy.

### **Notice of Leave**

Employees should notify the Director in writing as soon as they become aware of the need for NICU leave. Requests for leave should include the anticipated start and end dates, and whether the leave will be continuous or intermittent. The Library may request reasonable documentation for NICU leave.

### **Pay During Leave**

NICU leave will be unpaid. Employees may elect (but will not be required) to substitute paid leave (e.g., vacation, sick, personal) for unpaid NICU leave. Exhaustion of paid leave does not extend the NICU leave period. When using paid leave in conjunction with NICU leave, employees must comply with the applicable paid leave policy requirements.

### **Benefits During Leave**

STPL will continue applicable health insurance benefits during the leave period, under the same terms as if the employee were actively working. If the employee is substituting paid leave for unpaid NICU leave, the employee's health care contribution will continue to be deducted from their compensation as usual. If an employee is on unpaid NICU leave, the District may continue to require employees to pay their share of health care contributions and will inform employees of how to submit those payments.

### **Job Restoration**

Employees returning from NICU leave are entitled to return to the same position or to an equivalent position at the same rate of pay, benefits, and other terms and conditions of employment.

February 12, 2026

TO: Shorewood-Troy Library Trustees

FROM: Jennie Mills, Director

RE: Release Closed Session Minutes from June 2025 – January 2026

There were two closed sessions in that time period: June 2025 and August 2025.

February 12, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Announcements/Training opportunities and State of the Village

ILA has Trustee Training on Saturdays over Zoom this Spring. The Sessions are

## **Webinar Information**

### **Trustee Budgeting Toolkit: Driving Library Goals**

Budgeting season is upon us, and with it, many questions might be swirling around a Trustee's mind! Join our webinar designed for Trustees and learn how smart financial planning can drive your library's strategic goals and long-term success. After starting with some budget basics, this webinar will focus on the role of the budget in achieving the library's strategic objectives and maintaining financial health. We'll equip Trustees with knowledge for making insightful and relevant contributions to the budgeting process. Plus, we'll discuss where a Trustee's financial responsibilities start and end, so that this important process proceeds smoothly. Finally, we'll talk about how policies and long-term planning can enable Trustees to offer budgeting guidance that promotes the long-term success of the library. Trustees can have an impact that lasts well beyond their tenure. By understanding and making thoughtful contributions to the library's financial decision making, Trustees can ensure the library remains on a sound financial trajectory.

**Date:** Saturday, March 7, 2026, 10:00 am - Noon

**Speaker:** Jamie Rachlin, Meristem Advisors

**Moderator:** Linda Lin, Library Trustee Forum Secretary

### **Empowering Patrons through AI Literacy**

This presentation aims to demystify artificial intelligence for library trustees and professionals. It covers a comprehensive introduction to AI's definition and relevance, explores generative AI concepts, and discusses how libraries can support patrons through various AI literacy initiatives and resources. Attendees will learn practical applications of AI for research and creativity, as well as strategies for safely navigating online AI tools. Finally, the presentation will examine future trends in AI and the evolving needs of library patrons, emphasizing the critical role libraries play in fostering AI literacy within communities.

**Date:** Saturday, April 4, 2026, 10:00 am - Noon

**Speaker:** Bree Kirsch, Miami University

**Moderator:** Ginger Kearney, Library Trustee Forum President-Elect

## **Book Bans and Intellectual Freedom for Trustees**

Be prepared for book challenges at your library. We'll provide essential information on relevant laws, how librarians select and organize materials, the procedures for residents to challenge materials, and firsthand experiences from trustees.

**Date:** Saturday, May 9, 2026, 10:00 am - Noon

**Speakers:** Becky Keane, Elizabeth Lynch, Erin Monforti

**Moderator:** Tom Stagg, Library Trustee Forum President

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Then the Shorewood State of the Village is on **April 23<sup>rd</sup>, at 3 pm**. The Library has cancelled our 50th Anniversary party that evening to avoid the conflict; the date is being rescheduled.

With that said, I'll be on vacation the week of April 23<sup>rd</sup>, but Library staff will be present. If trustees would like to attend the State of the Village, I will purchase tickets for you.