

New Lenox Public Library District Board of Trustees Meeting

120 Veterans Parkway, New Lenox, Illinois

January 8, 2024

Finance Committee Meeting – 6:30 pm



MINUTES

The meeting of the New Lenox Public Library District Board of Trustees Finance Committee was called to order at 6:37pm by Treasurer Dr. Edward Tatro on Monday, January 8, 2024, at the New Lenox Library, 120 Veterans Parkway, New Lenox, Illinois.

Trustees Present at the Library Building: President Alex Vancina, Vice President Michelle Monbrod, Treasurer Dr. Edward Tatro; Trustee Terry Nolan

Absent: None

Staff present: Executive Director Michelle Krooswyk, Assistant Director Shalyn Rodriguez, Administrative Assistant Arley Concaildi

Audience to Visitors

- None

New Business

- The purpose of this meeting is to discuss improvements and accomplishments made to financial processes and procedures.

Discussion

- Executive Director Krooswyk and Assistant Director Rodriguez detailed many improvements, including
 - Simplified banking processes to prevent errors and increase efficiency
 - Updated financial reporting processes to increase efficiency and clarity
 - Delegated weekly deposit process
 - Expedited invoice payment process electronically
 - Improved cash drawer process for accuracy
 - Streamlined financial planning timeline for maximum detail and efficiency

Executive Session

- None

Adjournment

- Treasurer Dr. Edward Tatro adjourned the Finance Committee at 6:55 pm.

Respectfully Submitted,
Arley Concaildi
Administrative Assistant