

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
March 9, 2023**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:02 p.m. on March 9, 2023. The meeting took place in the Meeting Room of the Troy Township Offices (25448 W. Seil Road, Shorewood, IL 60404) due to the ongoing remodeling of the Library's facility.

**ROLL CALL:**

**TRUSTEES PRESENT:**

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|--------------------|------------------|
| 1. Karen Voitik    | 2. Vito Schultz  |
| 3. Tom Novinski    | 4. Tracy Caswell |
| 5. Arthetta Reeder | 6. Phil Besler   |
| 7. Bob Stahl       |                  |

**STAFF PRESENT:**

Jennie Mills, Director

**VISITORS PRESENT:** Paul Mills, Recorder

**CHANGES/ADDITIONS TO AGENDA:** Addition of **F.** under New Business to discuss Dicennial Committee

**APPROVAL OF MINUTES:**

Tracy Caswell moved that the minutes of the regular meeting on February 9, 2023, be approved. Trustee Phil Besler seconded the motion. All members voted 'yes' to approve.

**COMMENTS FROM THE PUBLIC:** None

**TREASURER'S REPORT:**

Cash on Hand Beginning of February 2023	\$ 879,502.83
Cash received during January 2023	32,639.37
Disbursements	<u>(419,683.67)</u>
Cash on Hand End of January 2023	\$ 492,458.53

**Location and Denomination of Cash**

Petty Cash	\$ 300.00
General Fund Checking – Chase	(9,442.68)
Money Market Fund – Chase	185,654.47
Money Market Fund – Old Plank Trail	184,962.22
Payroll Account – Chase	8,196.47
License Plates – Chase	857.69
Money Market – Old Plank Trail	20,516.73
PMA Financial CD80197	<u>101,413.63</u>

<b>TOTAL</b>	<b>492,458.53</b>
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Director Mills noted that the PMA 6-month CD matured. It has to be a manual transfer between banks. The check for the \$300,000 had been written out of the Chase Bank in February but had not yet been deposited. It will be reflected in the March treasurer's report, so while the Treasurer's report is accurate at \$492,458.53, there is a \$300,000 check that will be reflected in the Money Market – Old Plank Trail account in March, increasing total funds available again.

#### APPROVAL AND PAYMENT OF BILLS:

Trustee Vito Schultz moved that the bills presented for payment be approved. Trustee Phil Besler seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted "yes."

#### LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills provided a brief update on the remodeling project. She answered a question from Trustee Bob Stahl regarding what "turnover rate" means for a library and answered a question for Trustee Karen Voitik regarding what "long tail" means for collection development.
- b. Department Heads

#### OLD BUSINESS:

- a. The Village appears to be willing to take over the private road between the daycare and the vacant land.
- b. Director Mills provided a brief update of the remodeling project so far: the stacks are in their final location, much of the carpet has been removed and replaced, tile is down in the bathrooms, and stair treads have been replaced. Electrical work is ongoing.
- c. There is no update to provide on the leased acre at this point.

#### NEW BUSINESS:

- a. Four proposals were received for library auditors. Director Mills obtained references for the lowest two firms. Trustee Besler moved to accept Mack & Associates at \$5,250 for 1<sup>st</sup>-year pricing, with Trustee Schultz seconding. All voted 'yes' with a roll-call vote.
- b. Building committee members updated the Board that D&A Landscape had been selected as the Library's new landscaping firm, with the winter services being conducted on a "per snow event" need.
- c. The Board discussed when the Attorney should be present during certain discussions. As the Director is not empowered to make unilateral decisions on land contracts, etc. she is reminded to refer to the attorney and the Board any questions of substantive issues, through email or phone discussions. She will keep the Board in the loop through email as to timing of discussions.
- d. Director Mills let the Board know that an all-day Open House will be on Thursday, March 30<sup>th</sup>. A ribbon-cutting event will be held at 5:30, and an invite will go out to elected officials and community partners of the Library.
- e. The Director provided her self-evaluation the Trustees. The evaluation has been moved this year to SurveyMonkey; only Tom will view the responses. Responses are due on March 30<sup>th</sup>. An executive session will be scheduled for the April meeting for the Board to discuss the Director's evaluation and to set her pay.
- f. The Dicennial Committee was discussed. The initial meeting will need to be held at the June 2023 Board meeting, and the Committee will have 18 months to complete its work. Two community members will need to be appointed. Discussion ensued as to how the

committee members should be selected. The Director will place an item on the April agenda for more discussion.

OTHER BUSINESS:

Trustee Tracy Caswell motioned/Secretary Karen Voitik seconded for the meeting to adjourn at 7:38 p.m. with all members present voting yes.

Respectfully submitted,  
Jennie Mills, Director