

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
April 13, 2023**

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 April 13, 2023. 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. Tom Novinski | 4. Tracy Caswell |
| 5. Arthetta Reeder | 6. Phil Besler |
| 7. Bob Stahl | |

STAFF PRESENT:

Jennie Mills, Director
Shalyn Rodriguez, Assistant Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Secretary Karen Voitik moved that the minutes of the regular meeting on March 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 March 2023	\$ 492,458.53
Cash received during March 2023	24,646.47
Disbursements	<u>(193,186.96)</u>
Cash on Hand End of March 2023	\$ 710,291.96

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	(12,029.11)
Money Market Fund – Chase	100,659.70
Money Market Fund – Old Plank Trail	487,195.24
Payroll Account – Chase	9,563.27
License Plates – Chase	883.44
Money Market – Old Plank Trail	22,300.08
PMA Financial CD80197	<u>101,419.34</u>
TOTAL	710,291.96

Director Mills noted that the proceeds from the PMA 6-month CD that had matured in February have been deposited in the Old Plank Trail account and are reflected in the balance.

APPROVAL AND PAYMENT OF BILLS:

Director Mills noted that the check made out to Wunderlich Doors will not be sent out until Bret gives her clearance that all work has been done correctly and Wunderlich does not need to come back out to complete punch list items

Treasurer Bob Stahl moved that the bills presented for payment be approved. Trustee Vito Schultz 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
- b. Department Heads

OLD BUSINESS:

- a. The close-out of the Remodel Grant is complete, and the money is in the account.
- b. The parking lot project is moving forward with the engineering almost complete and the landscape plan totally complete. Brett gave a tentative timeline during the Building Committee meeting. He is working toward final submittals in May, Village Board approvals in July, construction beginning in August, and project completion in October.

NEW BUSINESS:

- a. Treasurer Bob Stahl moved/Trustee Vito Schultz seconded to approve a \$150,000 transfer from Reserves to General Fund to be repaid by no later than June 30th, 2023, from tax monies received. A roll call vote was taken, and the motion passed with all Trustees present voting 'yes'.
- b. The board discussed the two appointments needed by May for the Decennial Committee. The board gave Director Mills some names of past board members and staff and directed her to reach out to them to start with.

Motion made to go into Executive Session for the purpose of discussing matters related to Personnel 5 ILCS 120/2 (c) (1) by Trustee Arthetta Reeder, seconded by Trustee Vito Schultz at 7:10 p.m.

The open meeting resumed at 7:51 p.m.

- a. Treasurer Bob Stahl moved/Trustee Tracy Caswell seconded to approve the salary increase for the Library Director for FY24. This increase will go into effect in July of 2023. A roll call was taken, and the motion passed with all members present voting yes. Director Mills expressed her appreciation for the increase.
- b. Trustee Tracy Caswell moved/President Tom Novinski seconded to table the approval of salary increases for the Library Staff for FY24. A roll call was taken; Trustee Tracy Caswell voted 'yes', and all other board members dissented. The motion did not carry.

- Vice President Phil Besler moved/Trustee Vito Schultz seconded to approve Version 3 salary increases for the Library Staff for FY24. This increase will go into effect in July of 2023. A roll call was taken; the motion passed via majority vote. Trustee Tracy Caswell dissented.
- c. The board decided to wait until the new board is in place to form a Personnel Committee to revise the Director's Evaluation form for next year.

OTHER BUSINESS: Jennie will be on vacation beginning April 21st and returning to work on May 1st.

Trustee Phil Besler motioned/Treasurer Bob Stahl seconded for the meeting to adjourn at 8:04 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk