

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
August 10, 2023

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the Vice-President Vito Schultz, at 7:00 p.m. on August 10, 2023. The meeting occurred in Meeting Room A of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

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

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved that the regular meeting minutes on July 13, 2023, be approved. Secretary Voitik seconded the motion. All members voted 'yes' to approve. Secretary Voitik abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of July 2023	\$ 964,875.42
Cash received during July 2023	107,382.83
Disbursements July 2023	<u>(222,367.24)</u>
Cash on Hand End of June 2023	\$ 849,891.01

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	33,540.95
Money Market Fund – Chase	169,362.02
Money Market Fund – Old Plank Trail	360,580.77
Payroll Account – Chase	10,462.25
License Plates – Chase	1,217.41
Money Market – Old Plank Trail	22,654.18
Money Market – Old Plank Trail	150,330.10
PMA Financial CD80197	<u>101,443.33</u>
TOTAL	\$849,891.01

APPROVAL AND PAYMENT OF BILLS:

Director Mills noted that the Newsletter gets sent out to approximately 7,000 households; the Ancil Glink charge was for parking lot-related issues; and the \$20,000 Overdrive charge was for Libby content and was already budgeted for. Secretary Voitik moved that the bills presented for payment be approved. Trustee Reeder seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes.'

CORRESPONDENCE: Patrons have been using the comment cards to provide feedback regarding their experience at the Library. Director Mills will continue to share all feedback with the Board.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel
 - The Audit is complete, and Mack & Associates will present at the September board meeting.
 - The DCEO parking lot grant will be extended to February 2025 for completion.
 - The Board was happy with the flyer that was sent out highlighting our end of fiscal year numbers. It was very clear and gave a good overview of the ways we serve the community.
- b. Department Heads
 - Director Mills noted that the dip in check ins/outs for Circulation was most likely due to DVD's not being checked out as much.
 - Adult summer read completion was low but that is normal. Adult patrons tend to sign up when their children sign up but then they don't complete the program.
 - Director Mills noted that once Melissa gets settled in her new role she will start branching into other social media outlets other than Facebook...examples: Instagram, Twitter, etc.

OLD BUSINESS:

- a. The Village is taking over the right-of-way of the road next to the proposed parking lot. The parking lot will need to be shifted 5 ft. but Director Mills isn't going to ask Brett for an updated plan until we know for sure when the land is being donated. Director Mills is still waiting to hear back from Mr. Michas and his attorney.

NEW BUSINESS:

- a. Leslie Lovato was recognized for 15 years of service to the Shorewood Troy Library. She is currently the Head of Technical Services but she has held many titles over her tenure, including Assistant Director. Director Mills noted how Leslie is a dedicated employee who always is looking for ways to make the Library a better place for patrons and staff.
- b. With regards to the CD set to mature on 9/15 the Board started discussions whether to open another Wintrust Money Market account or do another short term CD. Director Mills will provide current rates at the 9/14 board meeting.
- c. The Board was in agreement to have an updated Whistleblower policy that is easier to understand and how to address who to go to if there is a problem specific to position. Secretary Voitik moved/Trustee Caswell seconded to have Director Mills rewrite the policy based on the points the Board would like to see included. The motion passed with all Trustees present voting 'yes'.
- d. All elected officials are required to do annual Anti-Sexual Harassment Training. This is a web based training and Director Mills will send a link to the Board so everyone will be able to complete it.
- e. The Board discussed doing a well thought out Mission Statement for the Library versus a full Strategic Plan. A strategic plan is more expensive and cumbersome than a Mission

Statement. Trustee Reeder is going to look for the old Strategic Plan that was used many years ago so the Board can review it.

OTHER BUSINESS:

- a. The Friends of the Library Book Sale will be September 15th & 16th
- b. Board Talking Points will be sent to the Board in an email.
- c. National Library Card Sign Up month is September

Secretary Voitik moved/Treasurer Stahl seconded for the meeting to adjourn at 7:56 p.m. with all members present voting 'yes.'

Respectfully submitted,
Cindy Norman, Finance Clerk