

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
September 14, 2023**

The Public Hearing on the Budget & Appropriations Ordinance FY 2023/2024 for the Shorewood-Troy Public Library District was called to order by the President, Thomas Novinski, at 6:30 p.m. on Thursday, September 14, 2023. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|-------------------------------------|
| 1. Karen Voitik | 4. Bob Stahl |
| 2. Vito Schultz | 5. Tracy Caswell – via Zoom 6:48 pm |
| 3. Thomas Novinski | |

ABSENT: Arthetta Reeder, Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

The Public Hearing was adjourned at 6:59 p.m. No public was present.

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 September 14, 2023.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|-----------------------------|--------------------|
| 1. Karen Voitik | 5. Thomas Novinski |
| 2. Vito Schultz | 6. Bob Stahl |
| 3. Arthetta Reeder | 7. Krysten McGee |
| 4. Tracy Caswell – via Zoom | |

ABSENT: None

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Tawnya Mack, Mack & Associates

CHANGES/ADDITIONS TO AGENDA: Secretary Voitik motioned/Vice President Schultz seconded to have Trustee Caswell attend the meeting remotely due to a family emergency. A roll call was taken, and the motion passed with all members present voting 'yes.'

APPROVAL OF MINUTES:

Treasurer Bob Stahl moved/Vice President Schultz seconded that the regular meeting minutes on August 10, 2023 be approved. The motion passed with all Trustees present voting 'yes.' President Novinski abstained.

COMMENTS FROM THE PUBLIC: NONE

TREASURER'S REPORT:

Cash on Hand Beginning of August 2023	\$849,891.01
Cash received during August 2023	114,395.41
Disbursements during August 2023	<u>(126,429.90)</u>
Cash on Hand End of August 2023	\$837,856.52

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	13,830.65
Money Market Fund – Chase	173,618.95
Old Plank Trail MM X6183	367,486.13
Payroll Account – Chase	6,094.26
License Plate – Chase	1,298.39
Old Plank Trail MM X9335	22,751.76
Old Plank Trail MM X9981	151,026.55
PMA Financial CD80197	<u>101,449.83</u>
TOTAL	\$ 837,856.52

APPROVAL AND PAYMENT OF BILLS:

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

CORRESPONDENCE: Director Mills shared (3) comment cards that were turned in by patrons. They were all 5-star reviews.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills let the Board know that we will be getting the self-checkouts with the money from the ARPA grant.
 - Director Mills is writing a grant on behalf of Pinnacle for Last Copy Archive.
 - Director Mills went over some of the Building Issues over the past couple of weeks. A broken pipe was fixed in the meeting room's ceiling, and one of the roof's drains had become clogged, so RJ Kuhn unclogged it and reworked it to drain correctly. The building's carpets and tile floors were cleaned over Labor Day weekend.
- b. Department Head reports were also noted

OLD BUSINESS:

- a. Trustees approved re-investing \$100,000 with PMA for a 367-day term. President Tom Novinski motioned/Secretary Karen Voitik seconded. A roll call was conducted and the motion passed with all Trustees voting 'yes'.
- b. Trustee Caswell motioned/Secretary Voitik seconded to table the Whistleblower policy until Director Mills brings a correct draft of the minutes – the version brought to tonight's meeting was incorrect. The corrected version should be brought forward in October. The motion passed with all Trustees voting 'yes.'

NEW BUSINESS:

- a. Tawnya Mack from Mack & Associates presented their audit findings to the board. There were no deficiencies to report and they noted that there are good financial controls in place.
- b. Vice President Schultz moved/Secretary Voitik seconded to approve the FY23 audit. A roll call was conducted and the motion passed with all Trustees voting 'yes.'
- c. Treasurer Stahl moved/Vice President Schultz seconded to approve FY24 Budget & Appropriations Ordinance 23-2. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- d. Vice President Schultz moved/Trustee Reeder seconded to approve Chief Fiscal Officer's Statement of Revenues, FY24. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- e. Treasurer Stahl moved/Vice President Schultz seconded to approve Tracy Caswell to attend ILA's Trustee Day on October 26th, 2023, with a mileage per diem & hotel stay for one night for \$771.03. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- f. Vice President Schultz moved/Secretary Voitik seconded to approve Jennie Mills to attend the entire ILA conference with a rental car & per diem at \$732. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- g. Treasurer Stahl moved/Vice President Schultz seconded to approve Becky Goode & Sarah Haish to attend one day of ILA conference with mileage & per diem at \$838.53. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- h. Treasurer Stahl moved/Vice President Schultz seconded to approve setting the levy rate at 9.9% to allow for the creation of the levy document. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- i. Vice President Schultz moved/Trustee Reeder seconded to approve Resolution 23-4 LIMRiCC to Allow Administrative Amendments to the Intergovernmental Agreement. The motion passed with all Trustees voting 'yes.'
- j. Vice President Schultz moved/Trustee Reeder seconded to approve Resolution 23-5 LIMRiCC to Allow Substantive Amendments to the Intergovernmental Agreement. The motion passed with all Trustees voting 'yes.'
- k. Treasurer Stahl moved/Vice President Schultz seconded to approve a three-year renewal of Intergovernmental Agreement with Troy 30-C for issuance of Library Link library cards to eligible students. The motion passed with all Trustees voting 'yes.'
- l. Vice President Schultz moved/Trustee Reeder seconded to approve the request for website redesign to accommodate Americans with Disability Acts needs. The motion passed with all Trustees voting 'yes.'
- m. The Board discussed the placement of the new community book drop boxes from the ARPA grant. It was decided that Director Mills would reach out to the Township office and The Timbers as possible sites.
- n. The Board discussed their ideas for a Strategic Plan that would fit the Library's needs. Things to include would be a strong mission statement, long term goals, and a staff and community survey. Director Mills will get some pricing for the October meeting.

Motion made to go into Executive Session to discuss matters related to the purchase of lease of real property for the use of the public body 5ILCS 120/2(c) by Vice President Schultz and seconded by Trustee Caswell at 7:35 pm.

The open meeting resumed at 7:56 pm

ANNOUNCEMENTS:

- a. September is National Library Card Sign-up Month
- b. Friends of the Library Booksale on September 15th & 16th

Treasurer Stahl moved/Vice President Schultz seconded for the meeting to adjourn at 7:58 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Amended