

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
October 12, 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 October 12, 2023.

ROLL CALL:

TRUSTEES PRESENT:

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

ABSENT: Vito Schultz

STAFF PRESENT:

Jennie Mills, Director

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Trustee Caswell noted that Old Business, Item B should be amended to reflect that Director Mills had attached the incorrect file in the Board packet in September and that a new version should have been brought forth in October. Treasurer Bob Stahl/Secretary Karen Voitik motioned to approve the minutes of September 14, 2023, with the amendments. The motion passed with all Trustees present voting 'yes.'

COMMENTS FROM THE PUBLIC: NONE

TREASURER'S REPORT:

Cash on Hand Beginning of September 2023	\$837,856.52
Cash received during September 2023	488,164.28
Disbursements during September 2023	<u>(128,479.47)</u>
Cash on Hand End of September 2023	\$1,197,531.33

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	5,296.78
Money Market Fund – Chase	332,465.84
Old Plank Trail MM X6183	349,334.46
Payroll Account – Chase	802.70
License Plate – Chase	1,353.68
Old Plank Trail MM X9335	22,844.03
Old Plank Trail MM X9981	380,182.98
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	\$1,197,541.33

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl moved that the bills presented for payment be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes'. Secretary Voitik did ask a question about a question in the Amazon report – "Would the receipt printers be reimbursed by the ARPA grant?" Director Mills explained that the receipt printers had not been originally budgeted for in the ARPA grant, so the Library would pay for that out of the Technology Line Item.

CORRESPONDENCE: Correspondence had been shared via an email to the Board in the course of the month.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills let the Board know that the cleaning company had not been performing well. Trustee Caswell suggested looking at in-house staff for cleaning. The Board directed Director Mills to bring back both quotes from cleaning companies as well as a comparison for in-house janitorial.
 - Director Mills will have the Marketing Coordinator clarify how much interaction is being done through social media.
- b. Department Heads

OLD BUSINESS:

- a. Director Mills had discussed the Strategic Plan with several consultants. Two had said that they could tailor it to a smaller package. Quotes will be brought back in November.

NEW BUSINESS:

- a. President Novinski presented Head of Adult & Teen Services, Technology Becky Goode with a Certificate honoring her Five-Year Anniversary at the Library.
- b. Trustee Tracy Caswell motioned to approve/Secretary Karen Voitik seconded to approve the Truth in Taxation Notice for 2023 for the Levy Hearing on November 9, 2023. A roll call was conducted, and the motion passed with all Trustees voting 'yes.' The TITA notice will be published as a black-border legal ad in the Shorewood-Sentinel on November 1, 2023.
- c. Treasurer Stahl moved/Secretary Karen Voitik seconded to approve Resolution 23-06 "Resolution to Determine the Estimate of Funds," in the amount of \$1,441,988. A roll call vote was conducted, and the motion passed with all Trustees voting 'yes.'
- d. Treasurer Stahl moved/Trustee Caswell seconded to approve the Board Meeting Dates for 2024 as presented. All present voted 'aye.'
- e. Library Closures for 2024: Trustee Caswell passed out to the Board and Director Mills a spreadsheet displaying that, in 2023, the Shorewood-Troy Library had fewer closing days than many other surrounding libraries or ILA offices. This was partially due to Christmas Eve and New Year's Eve being on Sundays in 2023 (and the Library already being closed on Sundays); in 2024, Christmas Eve was already listed as a proposed holiday. Director Mills noted that she had forgotten to add New Year's Eve to the list and recommended that it be added to the list of proposed holidays; the Board agreed. Other holidays considered included President's Day, MLK Day, and Juneteenth, but others on the Board felt it was nice for the Library to be open when the schools were closed. The Board opted to give staff a "Floating

Holiday” to be used whenever staff wanted and to amend the holiday listing in the employee handbook to add the “floating holiday” permanently. Secretary Voitik/Treasurer Stahl motioned and seconded to approve the Library Closures with the addition of New Year’s Eve and the Floating Holiday. All present voted ‘aye.’

- f. Treasurer Stahl moved/Secretary Voitik seconded to approve the signing of an intergovernmental agreement regarding the placement of a book drop on the Troy Township property to be reimbursed by ARPA funds. All present voted ‘aye.’

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 Secretary Voitik and seconded by Treasurer Stahl at 7:35 pm.

The open meeting resumed at 7:46 pm

ANNOUNCEMENTS:

- a. November Agenda Setting: Bring back the Whistleblower policy.
- b. Levy Hearing is at 6:30 pm on November 9th
- c. Jennie is at the ILA conference from October 24th through the 26th

Treasurer Stahl moved/Trustee Reeder seconded for the meeting to adjourn at 7:49 p.m. with all members present voting yes.

Respectfully submitted,
Jennifer Mills, Director