

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

The Public Hearing on the Tax Levy Ordinance for 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, November 9, 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. Arthetta Reeder |
| 3. Tracy Caswell | 4. Tom Novinski |
| 5. Bob Stahl | |

ABSENT: Vito Schultz and Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT:

None

No action was taken in the hearing.

Treasurer Stahl motioned, and Trustee Reeder seconded for the Public Hearing to adjourn at 6:59 p.m. A roll call was taken, and the motion passed with all members voting "yes."

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 November 9, 2023.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|------------------|--------------------|
| 1. Karen Voitik | 2. Arthetta Reeder |
| 3. Tracy Caswell | 4. Tom Novinski |
| 5. Bob Stahl | |

ABSENT: Vito Schultz and Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Treasurer Schultz motioned that the minutes of the regular meeting on October 12, 2023, be approved. Secretary Voitik seconded the motion, and it was passed with all members voting "yes."

Secretary Voitik motioned that the minutes of the Decennial meeting on October 12, 2023, be approved. Treasurer Stahl seconded the motion, passing with all members voting "yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of October 2022	\$1,197,541.33
Cash received during October 2022	40,984.40
Disbursements	<u>(137,309.71)</u>
Cash on Hand End of October 2022	\$1,101,216.02

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	(5,692.12)
Money Market Fund – Chase	212,477.02
Money Market Fund – Old Plank Trail	351,028.79
Payroll Account – Chase	31,872.06
License Plates – Chase	1,398.45
Money Market – Old Plank Trail X9335	22,844.03
Money Market – Old Plank Trail X9981	382,026.93
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	1,101,216.02

APPROVAL AND PAYMENT OF BILLS:

Secretary Voitik motioned that the bills presented for payment be approved. Trustee Reeder seconded the motion. A roll call vote was taken, and the motion passed with all Trustees present voting "yes."

CORRESPONDENCE: Director Mills highlighted the paper leaves that came from the Friends Tree. Patrons left messages on the leaves regarding reasons why they love the Library.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills informed the board that The Timbers is excited about the possibility of a book drop on their site, and they are running the draft contract through their corporate office. Hopefully, it will be up for approval at the December meeting.
 - Pinnacle began discussions with RAILS to explore the possibility of 6 days of delivery instead of 5. The feasibility study is a lengthy process, but the Cooperative feels it would benefit patrons.
- b. Department Heads

OLD BUSINESS:

- a. Trustee Caswell would like two auditors for the Whistleblower policy instead of one. The two auditors for this year would be the Vice-President (Vito Schultz) and a Board Member at

Large (Krysten McGee). Trustee Caswell motioned to approve the Whistleblower policy with the amendment of two auditors instead of one. Secretary Voitik seconded, and the motion passed with all Trustees present voting "yes."

- b. Trustee Caswell motioned/President Novinski seconded to use Kathy Parker Consulting to create a Strategic Plan for the Library. A roll call was taken, and the motion passed with a majority vote. Treasurer Stahl dissented.
- c. There was nothing new to report regarding the lease of the land. The Library's attorney is still trying to get the amended lease agreement from the other party's attorney.

NEW BUSINESS:

- a. Treasurer Stahl motioned/Trustee Reeder seconded to approve Ordinance 23-3 Tax Levy Ordinance for 2023/2024 for a total of \$1,441,988 levied. A roll call was taken, and the motion passed with all Trustees present voting "yes."
- b. Treasurer Bob Stahl motioned/Secretary Voitik seconded to approve the Annual Treasurer's Report for FY23. A roll call was taken, and the motion passed with all Trustees present voting "yes."
- c. Treasurer Stahl motioned/Secretary Voitik seconded the use of WebLinx as the designer for the new website pending a final presentation with the Library's Marketing Specialist to ensure she is comfortable working with them. A roll call was taken, and the motion passed with all Trustees present voted "yes."
- d. Treasurer Stahl motioned/Secretary Voitik seconded to use Imperial as the new Janitorial Service for the Library. A roll call was taken, and the motion passed with all Trustees present voted "yes." Trustee Caswell asked Director Mills to still look into Cornerstone providing janitorial services to businesses.

OTHER BUSINESS:

- a. Lease Update will be on the December meeting agenda
- b. No announcements

President Novinski motioned/Trustee Caswell seconded for the meeting to adjourn at 7:27 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk