

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
January 11, 2024

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 January 11, 2024. 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. Arthetta Reeder | 4. Tracy Caswell |
| 5. Tom Novinski | 6. Bob Stahl |
| 7. Krysten McGee | |

ABSENT:

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: An updated version of the December 14th meeting minutes was sent to the board prior to the meeting to include changes that Trustee Caswell had requested.

APPROVAL OF MINUTES:

Treasurer Stahl moved that the updated minutes of the regular meeting on December 14, 2023, be approved. Vice President Schultz seconded the motion, and it was passed with all members voting "yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of December 2023	\$ 992,130.77
Cash received during December 2023	66,511.03
Disbursements	<u>(123,913.61)</u>
Cash on Hand End of December 2023	\$ 934,728.19
Location and Denomination of Cash	
Petty Cash	\$ 300.00
General Fund Checking – Chase	25,766.26
Money Market Fund – Chase	31,485.39
Money Market Fund – Old Plank Trail	359,112.71
Payroll Account – Chase	3,028.85
License Plates – Chase	1,510.77
Money Market – Old Plank Trail x9335	23,136.90
Mondy Market – Old Plank Trail X9981	385,426.45
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	\$ 934,728.19

APPROVAL AND PAYMENT OF BILLS:

Vice President Schultz 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."

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills reported to the board that Becky Goode is leaving to work for a community college library closer to her home. Trustee Caswell requested a new organizational chart in the interim until Becky's position is filled.
 - Passport agents all completed their annual training; Director Mills completed the annual recertification process to continue as a Passport Acceptance Agency facility.
 - Submission of Per Capita Grant Application is on the agenda for approval.
 - The library will begin transferring money from the General Fund money market at Wintrust to the money market at Chase. This does not pull from reserves. It's just a transfer of funds from one general account to another.
- b. Department Heads

OLD BUSINESS:

NEW BUSINESS:

- a. Treasurer Stahl moved/Vice President Schultz seconded to approve the submittal of the Per Capita Grant Application to the Illinois State Library. The motion passed with all members present voting "yes."
- b. Vice President Schultz moved/Secretary Voitik seconded to approve lists of names to be submitted to Will County for the Statement of Economic Interests. The motion passed with all members present voting "yes."
- c. Trustee Caswell moved/Vice President Schultz seconded to release closed session minutes from July 2023 – December 2023. A roll call was taken, and the motion did not carry with the majority of members present voting "no." Trustee Caswell voted in favor of the motion.
- d. Treasurer Stahl moved/Vice President Schultz seconded to approve Director Mills to attend the Public Library Association's Annual Conference in Columbus, OH, from April 3-5 at a cost of \$739. A roll call was taken, and the motion passed with all members present voting "yes."
- e. Ancel & Glink gave their recommendations on the current Social Media policy. The Board viewed the policy recommendations from Julie Tappendorf from Ancel Glink. Director Mills will bring an unmarked version of the new version to the February meeting; it will be on the February agenda for approval.

OTHER BUSINESS:

- a. The roof has been sealed to fix the spot that was leaking.
- b. The new cleaning company is going well.

Vice President Schultz moved/Treasurer Stahl seconded for the meeting to adjourn at 7:09 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk