

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
April 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 April 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. Tom Novinski | 4. Tracy Caswell |
| 5. Arthetta Reeder | 6. Krysten McGee |
| 7. Bob Stahl | |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Vice President Schultz moved that the minutes of the regular meeting on March 14, 2024, be approved. Secretary Voitik seconded the motion. All members voted 'yes' to approve.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of March 2024	\$ 752,786.21
Cash received during March 2024	29,723.66
Disbursements	<u>(98,791.93)</u>
Cash on Hand End of March 2024	\$ 683,717.94

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	1,249.51
Money Market Fund – Chase	122,491.63
Old Plank Trail MM X6183	368,824.38
Payroll Account – Chase	21,398.57
License Plates – Chase	1,638.97
Old Plank Trail MM X9335	24,428.10
Old Plank Trail MM X9981	38,425.92
PMA Financial CD80197	<u>104,960.86</u>
 TOTAL	 \$ 683,717.94

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl motioned 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.'

LIBRARIAN'S REPORT:

- a. Director's Report with personnel
- b. Department Heads

OLD BUSINESS:

- a. The Village of Shorewood Planning & Zoning committee unanimously approved the Parking Lot project. The Village had very few questions but they do expect the Library to repair the missing boards to the fence and provide shrubs around it. The Library's attorney will also send the site plan to Mr. Michas' attorney; Ethos will start preparing the bid documents to work towards breaking ground in late August.

NEW BUSINESS:

- a. The Board honored Gaby Monarrez for her first anniversary with the Library. Gaby is a dedicated worker in the Circulation Department and is always willing to help out other departments.
- b. Treasurer Stahl moved, and Vice President Schultz seconded, to approve a \$150,000 transfer from Reserves to the General Fund to be repaid by June 30th, 2024, from tax monies received. A roll call vote was taken, and the motion passed with all Trustees present voting 'yes.'

Motion made to go into Executive Session for the purpose of discussing matters related to Personnel 5 ILCS 120/2 (c) (1) by Secretary Voitik, seconded by Trustee Reeder at 7:10 p.m. All members voted "yes'.

The open meeting resumed at 7:55 p.m.

- a. The Board decided to not vote on FY25 Salary increases until after the Personnel Committee has a chance to meet, which will happen within the next two weeks. The Board instructed Director Mills to proceed with salary budgeting and include a \$5,000 unallocated amount for possible future salaries. The members of the Personnel Committee also asked Director Mills to send them her current job description and self-evaluation form.

The Agenda Building for the May meeting includes an Evaluation Meeting, an update on cleaning, and an update on the website.

The Strategic Planning meeting is on Thursday, April 18th. The Library will close at noon so the staff can meet with the Strategic Planner in the afternoon, and then the Board will meet with the Strategic Planner that evening from 7:00 p.m. to 9:00 p.m.

Vice President Schultz motioned/Secretary Voitik seconded for the meeting to adjourn at 8:03 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk