

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING**  
**May 9, 2024**

Vice President Vito Schultz called the regular meeting of the Shorewood-Troy Public Library Board of Trustees to order at 7:00 p.m. on May 9, 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    | 5. Bob Stahl     |
| 2. Vito Schultz    | 6. Krysten McGee |
| 3. Arthetta Reeder |                  |
| 4. Tracy Caswell   |                  |

**BOARD ABSENT:** THOMAS NOVINSKI

**STAFF PRESENT:**

Jennie Mills, Director  
Cindy Norman, Finance Clerk

**VISITORS PRESENT:** None

**CHANGES/ADDITIONS TO THE AGENDA:** Secretary Voitik motioned/Trustee Reeder seconded to move the honoring of the employee anniversaries to before 'Old Business' so the employees could leave if needed. The motion passed with all Trustees present voting 'yes'.

**APPROVAL OF MINUTES:**

Treasurer Stahl moved that the minutes of the regular meeting on April 11, 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 April 2023	\$ 683,717.94
Cash received during April 2023	30,247.12
Disbursements April 2023	<u>(111,932.31)</u>
Cash on Hand End of April 2023	\$ 602,032.75

**Location and Denomination of Cash**

Petty Cash	\$ 300.00
General Fund Checking – Chase	6,194.21
Money Market Fund – Chase	176,497.59
Money Market Fund – Old Plank Trail	221,186.25
Payroll Account – Chase	34,761.31
License Plates – Chase	1,695.90
Money Market – Old Plank Trail	17,828.10
Money Market – Old Plank Trail	38,608.53

PMA Financial CD80197

104,960.86

TOTAL

\$602,032.75

**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; the motion passed. All Trustees present voted 'yes.'

**CORRESPONDENCE:** The Library received a notice from the City of Joliet that they annexed four pieces of property off Frontage Road.

**LIBRARIAN'S REPORT:**

- a. Director's Report with personnel
  - Director Mills informed the board that the Library received a rebate from LIMRiCC.
  - The annual audit fieldwork day is scheduled for July 15<sup>th</sup>
  - Director Mills was elected to the Illinois Library Association's board as a Trustee-at-Large
- b. Department Heads

**HONORING EMPLOYEES:**

- The Board honored Melissa Almanza for her First Anniversary with the Library
- The Board honored Sarah Haish for her Third Anniversary with the Library
- The Board honored Lori Freeman for her Fifth Anniversary with the Library

**OLD BUSINESS:**

- a. The board discussed the work of the cleaning company. It was noted that baseboards need to be cleaned
- b. Building Committee Update:
  - Approved to release the bids pending attorney approval
  - Plantings by the doctor's office will be moved back five ft. to accommodate the snow storage required by the lease
  - Exterior steel repair and painting of outside pillars. This work will be less than \$25,000, which would require it to be bid out, but multiple proposals will be sought.
  - Exterior Sealant Caulk Work. This work will cost less than \$25,000, but multiple proposals will be sought.

**NEW BUSINESS:**

- a. Melissa Almanza presented the board with an update on the rebuilding of the Library's website. Based on feedback from staff and patrons, some of the goals of the new website are to have a more refreshed/modern look, easier navigation, and a display of current events and information. Melissa presented a slideshow so the board could see some of the changes they are working on.
- b. Secretary Voitik motioned/Treasurer Stahl seconded to approve the Audit Engagement Letter with Mack & Associates. The motion passed with all Trustees present voting 'yes'.
- c. The Operating Budget for FY25 was discussed, and some line items were noted as impacted.
  - 402B/Other Grants: This is the DCEO funds for the parking lot
  - 445/Interest Income: Moving some of the General funds to Wintrust has resulted in more interest revenue

- 531/Website Maintenance: Budget increase to pay for the website rebuild
- d. The Personnel Committee updated the board that they were able to tweak the Director's Job Description for the upcoming fiscal year, but they will continue to work on it as more time allows. Treasurer Stahl moved/Secretary Voitik seconded the approval of the revised Director's Evaluation Tool. The motion passed with all Trustees present voting 'yes.'
  - e. All Board Members' director evaluations must be sent to Tom by the end of May. A new President's email will be set up for members to send the evaluations to, but only Tom has access to it.

Trustee Caswell requested a listing of "Other" items that the library currently checks out to its patrons. Director Mills provided the Board Members with a list. Board Members discussed possible items to add to the list, but limited storage continues to be an issue with growing the collection.

Trustee Caswell motioned, and Treasurer Stahl seconded, that the meeting be adjourned at 7:50 p.m., with all members present voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk