

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
July 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 July 11, 2024. 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. Vito Schultz |
| 3. Arthetta Reeder | 4. Tom Novinski |
| 5. Bob Stahl | |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved that the minutes of the regular meeting on June 13, 2024, be approved. Vice President Schultz seconded the motion. All members voted 'yes' to approve.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of June 2024	\$ 536,035.28
Cash received during June 2024	725,610.42
Disbursements June 2024	<u>(149,929.95)</u>
Cash on Hand End of June 2024	\$1,111,715.75

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	21,724.05
Money Market Fund – Chase	559,136.13
MM Fund – Old Plank Trail x6183	356,113.23
Payroll Account – Chase	20,890.48
License Plates – Chase	2,002.24
MM Fund – Old Plank Trail x9335	18,060.96
MM Fund – Old Plank Trail x9981	28,527.80
PMA Financial CD80197	<u>104,960.86</u>
 TOTAL	 \$1,111,715.75

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
 - There are 5 staff recognitions on the agenda. Three first-year anniversaries and two third-year anniversaries.
 - The Library's Audit will take place on Monday, July 15th. Director Mills and Cindy have been busy pulling and uploading everything for the auditors.
 - The Library will be hosting the Troy Township Administrators meeting on 7/23/24.
 - The Library has been very busy with Summer Read.
- b. Department Heads

OLD BUSINESS: None

NEW BUSINESS:

- a. Honored Hailie Balding, Adult Services Assistant, for her first anniversary of service with the Library.
- b. Honored Lindsey Justice, Circulation Clerk, for her first anniversary of service with the Library.
- c. Honored Mallory Laiter, Children's Program Coordinator, for her first anniversary of service with the Library.
- d. Honored Cindy Norman, Finance Clerk, for her third anniversary of service with the Library.
- e. Honored Oliver Wolcott, Circulation Clerk, for his third anniversary of service with the Library.
- f. Treasurer Stahl moved, and Vice President Schultz seconded, to file the Tentative Budget & Appropriation Ordinance for FY25 for public review. A roll call was taken, and the motion passed with all Trustees present voting 'yes.'
- g. Vice President Schultz moved/Secretary Voitik seconded to set September 12, 2024, at 6:30 pm for a public hearing on the Budget & Appropriations Ordinance. The motion passed with all Trustees present voting 'yes.'
- h. Treasurer Stahl moved/Trustee Reeder seconded to approve Ordinance 24-1, Building and Maintenance Ordinance to levy a .02 tax for the maintenance of the facility. A roll call was taken and the motion passed with all trustees present voting 'yes.'
- i. Vice President Schultz moved/Secretary Voitik seconded to approve the FY25 Freedom of Information Act Policy. The motion passed with all members present voting 'yes.'
- j. Vice President Schultz moved/Secretary Voitik seconded to approve the Required Disclosure of Salary for FY25 for employees earning over \$75,000 in compensation and benefits. The motion passed with all members present voting 'yes.'
- k. Secretary Voitik moved/Vice President Schultz seconded to set the second session with Kathy Parker of Kathy Parker Consulting for July 24, 2024, at 6:00 pm.

OTHER BUSINESS:

- a. There will be an update on the parking lot project at the August meeting.
- b. Library will be closed for Staff Training Day on Friday, August 2nd.

Vice President Schultz moved, Secretary Voitik seconded, that the meeting be adjourned at 7:20 p.m., with all members present voting 'yes.'

Respectfully submitted,
Cindy Norman, Finance Clerk