

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
August 8, 2024

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by President Tom Novinski at 7:00 p.m. on August 8, 2024. It was held 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. Tracy Caswell |
| 5. Tom Novinski | 6. Bob Stahl |
| 7. Krysten McGee | |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Kyle from Mack & Associates

CHANGES/ADDITIONS TO THE AGENDA: The board tabled Honoring Elyse Cooksey for her first anniversary of service because she could not attend the meeting. The board will also open attendance at the ILA Annual Conference in Peoria to any board member who wants to attend.

APPROVAL OF MINUTES:

Treasurer Stahl moved that the regular meeting minutes on July 12, 2024 be approved. Vice President Schultz seconded the motion. All members voted 'yes' to approve. Trustee Caswell abstained.

Vice President Schultz moved that the Special meeting minutes on July 24, 2024, be approved. Secretary Voitik seconded the motion. All members voted 'yes' to approve. Trustee Reeder and Trustee Caswell abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of July 2024	\$1,111,715.75
Cash received during July 2024	68,623.56
Disbursements July 2024	<u>(255,130.36)</u>
Cash on Hand End of July 2024	\$ 925,208.95

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	16,700.79
Money Market Fund – Chase	388,784.83
Old Plank Trail MM x6183	357,846.54
Payroll Account – Chase	7,727.29
License Plates – Chase	2,073.14
Old Plank Trail MM X9335	18,148.85

Old Plank Trail MM X9981	28,666.65
PMA Financial CD80197	<u>104,960.86</u>
 TOTAL	 \$925,208.95

APPROVAL AND PAYMENT OF BILLS:

Vice President Schultz moved 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: A 5-star satisfaction survey submitted by a patron was shared with the board.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel
 - The Outreach Report will be a joint report of both Children's and Adult Departments so the board can see the diversity of the library's programs and partnerships in the community.
 - The Library participated in Shorewood's Crossroads Fest parade on August 4th.
 - Director Mills informed the board that August 20th is the first day to circulate petitions for the two six-year board member terms.
 - The Library hosted the Troy Township Administrator's Luncheon on July 23rd.
- b. Department Heads

OLD BUSINESS:

- a. The contract for the parking lot is being sent to the attorney on 8/9/2024.

NEW BUSINESS:

- a. The Mack & Associates auditor presented to the board that the financial audit was clean. The Library is responsible for its spending.
- b. Vice President Schultz moved, and Treasurer Stahl seconded, to approve the audit. A roll call was taken, and the motion passed with all members voting 'yes.'
- c. Staff feedback on the mission statement indicated that it seemed to focus solely on education. The board added "collaboration" to warm up the statement and reflect more on the library's work. The board decided to table approving the mission statement until Director Mills shares the updated version with the staff for feedback.
- d. Treasurer Stahl moved/Vice President Schultz seconded to approve the Illinois Public Library Annual Report submission to the Illinois State Library. The motion passed with all members voting 'yes.'
- e. Treasurer Stahl moved/Trustee Reeder seconded to approve Julie Hornberger to attend the "Back in Circulation" conference for Circulation Professionals in Madison, Wisconsin, on October 7th & 8th at a total cost of \$925. A roll call was taken, and the motion passed with all members voting 'yes.'
- f. Treasurer Stahl moved/Vice President Schultz seconded to approve Jennie Mills to attend the Illinois Library Association Annual Conference, Peoria, IL, October 8 – 10 at a total cost of \$980. A roll call was taken, and the motion passed with all members voting 'yes.'
- g. Trustee Reeder moved/Treasurer Stahl seconded to approve Lori Freeman to attend the Illinois Library Association Annual Conference, October 8 – 10, at a total cost of \$991. A roll call was taken, and the motion passed with all members voting 'yes.'

- h. Vice President Schultz moved/Trustee Reeder seconded to approve Sarah Haish to attend the ILA Annual Conference, October 8 – 10, at a total cost of \$541. A roll call was taken, and the motion passed with all members voting 'yes'.
- i. Vice President Schultz moved/Treasurer Stahl seconded to approve Karen Voitik to attend the ILA Annual Conference at Peoria, IL, October 8 – 10, at a total cost of \$991. A roll call was taken, and the motion passed with all members voting 'yes'. Secretary Voitik abstained.
- j. Vice President Schultz moved/Trustee Reeder seconded to approve the Teen Space Equipment and Usage Policy. The motion passed with all members voting 'yes.'

OTHER BUSINESS:

- a. The Friends of the Library Book Sale will be on September 13th & 14th
- b. September is National Library Card Sign-Up Month
- c. Director Mills will send the ILA Annual Conference information to all the board members to see if anyone else would like to attend.

Treasurer Stahl moved/ Vice President Schultz seconded, that the meeting be adjourned at 7:36 p.m., with all members present voting 'yes.'

Respectfully submitted,
Cindy Norman, Finance Clerk