

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
September 12, 2024**

The Public Hearing on the Budget & Appropriations Ordinance FY 2024/2025 for the Shorewood-Troy Public Library District was called to order by the President, Thomas Novinski, at 6:30 p.m. on Thursday, September 12, 2024. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------------------------|-----------------|
| 1. Karen Voitik | 4. Tom Novinski |
| 2. Vito Schultz | 5. Bob Stahl |
| 3. Arthetta Reeder – arrived 6:31 pm | |

ABSENT: Tracy Caswell, Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk
Julie Hornberger, Circulation Manager
James Navarro, STPL intern

The Public Hearing was adjourned at 6:59 p.m. No public was present.

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 September 12, 2024.

ROLL CALL:

TRUSTEES PRESENT:

1. Karen Voitik
2. Vito Schultz
3. Arthetta Reeder
4. Tom Novinski
5. Bob Stahl

ABSENT: Tracy Caswell, Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk
Julie Hornberger, Circulation Manager
Violet Guzman
James Navarro, STPL intern

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved/Secretary Voitik seconded that the regular meeting minutes on August 8, 2024 be approved. The motion passed with all Trustees present voting 'yes.'

Treasurer Stahl moved/Secretary Voitik seconded that the Special meeting minutes on August 20, 2024 be approved. The motion passed with all Trustees present voting 'yes'.

COMMENTS FROM THE PUBLIC: NONE

TREASURER'S REPORT:

Cash on Hand Beginning of August 2024	\$925,208.95
Cash received during August 2024	74,765.56
Disbursements during August 2024	<u>(136,292.99)</u>
Cash on Hand End of August 2024	\$863,681.52

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	28,114.37
Money Market Fund – Chase	288,789.96
Old Plank Trail MM X6183	362,306.17
Payroll Account – Chase	30,137.83
License Plate – Chase	2,137.58
Old Plank Trail MM X9335	18,141.50
Old Plank Trail MM X9981	28,793.25
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	\$ 863,681.52

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'.

CORRESPONDENCE: Director Mills shared a 5-star comment card that was turned in to the library.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - In August 2024, physical items saw a 7% increase in circulation over the year prior and door count for August was up 15% from 2023.
 - Staff had Department Open Houses in the month of August to help staff learn about what other departments do.
 - There will be a new display in the Adult/Teen area call "Always Favorites". It will include books that staff would always recommend to a patron.
 - The Library Journal has asked Director Mills to moderate an author panel on October 24th during their conference.
- b. Department Head reports were also noted.

OLD BUSINESS: NONE

NEW BUSINESS:

- a. Violet Guzman, Teen Programmer, was recognized for her 3rd anniversary with the library.
- b. Julie Hornberger, Head of Circulation, was recognized for her 10th anniversary with the library.
- c. Treasurer Stahl moved/Secretary Voitik seconded to approve FY25 Budget & Appropriations Ordinance 24-2. A roll call vote was conducted and the motion passed with all Trustees present voting 'yes.'
- d. Vice President Schultz moved/Secretary Voitik seconded to approve Chief Fiscal Officer's Statement of Revenues, FY25. A roll call vote was conducted and the motion passed with all Trustees present voting 'yes.'
- e. Secretary Voitik moved/Vice President Schultz seconded to approve the closing of IPRIME CD, maturing 9/16/24, to move it to Wintrust MM. A roll call vote was conducted and the motion passed with all Trustees present voting 'yes.'
- f. The Board narrowed the mission statement to two possible options (C & F) and asked Director Mills to present them to the staff for a vote and/or discussion. The results will be presented at the October meeting.
- g. Treasurer Stahl moved/Vice President Schultz seconded to approve setting the levy rate at 9.9% to allow for the creation of the levy document. A roll call vote was conducted and the motion passed with all Trustees present voting 'yes.'
- h. Vice President Schultz moved/Secretary Voitik seconded to table the approval of any other trustees wanting to go to the ILA annual conference, as no other trustees had indicated interest in attending. The motion passed with all Trustees voting 'yes'.

ANNOUNCEMENTS:

- a. Include parking lot updates and setting holidays for 2025 on October's agenda
- b. Friends of the Library Book Sale on September 15th & 16th
- c. Julie, Sarah, and Anna went to the Village Hall to sign up Village employees for library cards.
- d. September is National Library Card Sign-Up Month

Treasurer Stahl moved/Vice President Schultz seconded for the meeting to adjourn at 7:58 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk