

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
March 10, 2022**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the Treasurer/President Pro Tempore, Bob Stahl, at 7:00 p.m. on March 10, 2022. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

1. Bob Stahl
2. Karen Voitik
3. Vito Schultz
4. Tracy Caswell
5. Amy Chellino

ABSENT: Thomas Novinski, Phillip Besler

STAFF PRESENT:

Jennie Mills, Director

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: Tracy Caswell requested that the training video be postponed until a full board was present/Amy Chellino seconded. All voted "yes" to table the agenda item until an entire board was present.

APPROVAL OF MINUTES:

Tracy Caswell requested the minutes be amended to:

- Reflect that a fee of \$9.50 will be charged for all people renewing their license plate at the library and that the minutes reflect that ELS (Electronic Licensing Service) be added as the vendor to be used.
- Reflect that staff will be recognized at 1-year, 3-year, and then multiples of five-year anniversaries.
- She also requested that minutes be more complete moving forward. Director Mills concurred and will ensure that the minutes are more comprehensive.

Tracy Caswell then moved that the amended meeting minutes of the regular meeting on February 10, 2022, be approved. Karen Voitik seconded the motion, and it passed with all present voting yes.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of February 2022	\$ 682,863.22
Cash received during February of 2022	\$ 12,598.59
Disbursements	<u>\$(116,009.13)</u>
Cash on Hand End of February 2022	\$579,452.68

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	1,383.20
Money Market Fund – Chase	98,951.45
Money Market Fund – Shorewood Bank & Trust	371,326.10
Payroll Account – Chase	7,364.71
PMA Financial CD80197	<u>100,127.22</u>
TOTAL	\$579,452.68

APPROVAL AND PAYMENT OF BILLS:

Karen Voitik questioned the payment to McKula, Inc. (the Incident Tracker Database). Tracy Caswell concurred. Once that item was pulled, Tracy Caswell moved to approve the bill payments, with Karen Voitik seconding. A roll call vote was conducted with all present voting “yes.” The amended bill payment went from a payment of \$9,296.14 to a total amount approved of \$8,096.14. Director Mills will work on an in-house system for tracking internal incidents.

LIBRARIAN’S REPORT:

- a. Director’s Report with personnel – Jennie Cisna Mills
- b. Department Heads

OLD BUSINESS: None

NEW BUSINESS:

- a. **Approve Revisions to the Board of Trustees By-Laws.** Karen Voitik moved/Amy Chellino seconded to approve the by-laws presented in the board packet. All voted “yes” to update the by-laws to incorporate the revisions discussed in January & February of 2022.
- b. **Approve Resolution 2022-01 “Opening a Checking Account at Chase Bank” for collection of license plate renewal fees with \$500 seed funds from the General Checking account.** Tracy Caswell moved/Karen Voitik seconded. A roll call vote was conducted with all present voting “yes.”
- c. **Approve Resolution 2022-02 “Opening an Interest-Bearing Checking Account at Shorewood Bank & Trust for accounts payable and receivable in expenses related to the DCEO Grant, with \$1000 seed funds from the Reserve Fund held at Shorewood Bank & Trust.** Vito Schultz moved/Karen Voitik seconded. A roll call vote was conducted with all present voting “Yes.”
- d. **Approve a \$150,000 transfer from the Reserves to the General Fund to be repaid not later than June 30<sup>th</sup>, 2022 (from tax monies received).** Karen Voitik moved/Amy Chellino seconded. A roll call vote was conducted with all present voting “Yes.”
- e. **Library Director’s Evaluation.** Director Mills distributed her self-evaluation to the Board present (and will email everyone a copy). Tracy Caswell suggested that a 360-degree evaluation be conducted of the Director; Director Mills will place on a future agenda a discussion of restructuring how the review of the Director should be conducted after this evaluation cycle is completed. She noted that President Novinski wanted the evaluation forms to be emailed to him by April 1<sup>st</sup>. There will be an executive session on the April Agenda for the Board to discuss the evaluation.

- f. Viewing of Short Takes 1 –What It Means to be a Library Trustee?”** Tabled until a later date.

ANNOUNCEMENTS: National Library Week is April 3<sup>rd</sup>-9<sup>th</sup>, 2022

Karen Voitik motioned/Amy Chellino seconded for the meeting to adjourn at 7:34 p.m., with all members present voting yes.

Respectfully submitted,  
Jennifer Cisna Mills, Director