

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
January 9, 2025**

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 January 9, 2025. 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 | 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

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA:

APPROVAL OF MINUTES:

Treasurer Stahl moved that the minutes of the regular meeting on November 14, 2024, be approved. Secretary Voitik seconded the motion, and it was passed with all members voting "yes." Vice President Schultz abstained. There were no minutes from December 2024 because there was no meeting held in December.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of November 2024	\$ 1,163,068.03
Cash received during November 2024	40,718.86
Disbursements	<u>(125,446.14)</u>
Cash on Hand End of November 2024	\$ 1,078,340.75
Location and Denomination of Cash	
Petty Cash	\$ 300.00
General Fund Checking – Chase	13,647.38
Money Market Fund – Chase	75,683.43
Money Market –Old Plank Trail X6183	456,069.98
Payroll Account – Chase	3,985.57
License Plates – Chase	755.22
Money Market – Old Plank Trail x9335	18,420.10
Mondy Market – Old Plank Trail X9981	509,476.13
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 1,078,340.75

TREASURER'S REPORT:

Cash on Hand Beginning of December 2024	\$1,078,340.75
Cash received during December 2024	35,635.09
Disbursements	<u>(466,171.21)</u>
Cash on Hand End of December 2024	\$ 647,804.63
Location and Denomination of Cash	
Petty Cash	\$ 300.00
General Fund Checking – Chase	9,360.35
Money Market Fund – Chase	90,685.11
Money Market – Old Plank Trail x6183	108,954.79
Payroll Account – Chase	7,966.05
License Plates – Chase	836.55
Money Market – Old Plank Trail x9335	18,488.41
Mondy Market – Old Plank Trail X9981	411,210.43
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 647,804.63

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl moved that the bills presented for payment for November 2024 be approved. Trustee Reeder seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted “yes.”

Vice President Schultz moved that the bills presented for payment for December 2024 be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted “yes”.

CORRESPONDENCE: Director Mills included in the board packet comment cards that were filled out by patrons.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills reported to the board that the fourth quarter grant report has been sent to the DCEO so the library should get reimbursed the remaining \$265,000 pretty quickly.
 - Passport agents all completed their annual training; Director Mills completed the annual recertification process to continue as a Passport Acceptance Agency facility.
 - Submission of Per Capita Grant Application is on the agenda for approval.
 - Director Mills will be meeting with Senator Loughran Cappel on January 20th to discuss delivery with her in more detail so Senator Loughran Cappel could understand the mechanism better.
 - Director Mills has been asked by Mark Shaffer from the State Library to be a grant reviewer for the upcoming round of construction grants.

OLD BUSINESS: The cement and electrical work for the new poles is complete, but they are still waiting for the poles to arrive. Bret from Ethos believes the fixtures have shipped, so hopefully, they will arrive next week. The contractors will return to pour the correct size concrete pad for the book drop. They will incur this cost because it is their fault for not asking the Director what size concrete pad was needed as was stated in the contract they were supposed to do.

NEW BUSINESS:

- a. Treasurer Stahl moved/Vice President Schultz seconded to approve the submittal of the Per Capita Grant Application to the Illinois State Library. The motion passed with all members present voting “yes.”
- b. Vice President Schultz moved/Secretary Voitik seconded to approve lists of names to be submitted to Will County for the Statement of Economic Interests. The motion passed with all members present voting “yes.”
- c. Treasurer Stahl moved/Vice President Schultz seconded to table the release of closed session minutes from July 2024 – December 2024 because there were no minutes from that time frame. The motion passed with all members present voting “yes”.
- d. Secretary Voitik moved/Vice President Schultz seconded to approve using the “Public Library Trustees Ethics Statement” created by United for Libraries for use by Existing and Future Library Trustees. The motion passed with all members present voting “yes.” The ethics statement will appear at the top of each meeting agenda and will be made into a poster that will be put out at each meeting. All current and future members will sign off on the statement showing their commitment to follow it. Director Mills will reword it to make it a little shorter.
- e. The Board decided to have the ribbon cutting for the new parking lot on April 10th at 6:00 p.m. just before the monthly meeting. There will be light refreshments served and President Novinski will deliver remarks.

OTHER BUSINESS:

- a. Now that the parking lot project is just about finished the board discussed the downstairs bathrooms should be the next project to start discussing.
- b. The Board asked Director Mills to check into water trucks for watering the new landscape in the Spring.

Treasurer Stahl moved/Vice President Schultz seconded for the meeting to adjourn at 7:28 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk