**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT**

**BOARD MEETING**

**March 13, 2025**

The Regular Meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by President Thomas Novinski, at 7:00 p.m. on March 13, 2025. 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 6. Krysten McGee

ABSENT: Tracy Caswell

STAFF PRESENT:

Jennie Mills, Director

Cindy Norman, Finance Clerk

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Secretary Voitik moved that the minutes of the regular meeting on February 13, 2025 be approved. Vice President Schultz seconded the motion, which passed with all members present voting “Yes.” Trustee McGee abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER’S REPORT:

Cash on Hand Beginning of January 2025 $ 538,427.26

Cash received during January 2025 270,021.60

Disbursements January 2025 (124,795.36)

Cash on Hand End of January 2025 $ 683,653.50

Location and Denomination of Cash

Petty Cash $ 300.00

General Fund Checking – Chase (349.98)

Money Market Fund – Chase 92,686.90

Money Market Fund – Old Plank Trail x6183 355,733.58

Payroll Account – Chase 2,364.40

License Plates – Chase 920.87

Money Market – Old Plank Trail x9335 18,609.33

Money Market – Old Plank Trail x9981 213,385.46

PMA Financial CD80197 2.94

TOTAL $ 683,653.50

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl moved that the bills presented for payment be approved. Vice President Schultz seconded the motion. A roll call vote was taken and the motion passed with all Trustees present voting “Yes.”

LIBRARIAN’S REPORT:

1. Director’s Report with personnel – Jennie Cisna Mills

-Director Mills updated the board on the Dolly Parton’s Library Imagination project. The Will County Library Directors met with Will County Executive Jennifer Bertino-Tarrant on February 25th to discuss ways to leverage the library community with the Dolly Parton’s Imagination Library Foundation.

-Director Mills discussed with the Trustees the possibility of moving more funds to Wintrust due the higher interest rate. Treasurer Stahl wanted to make sure all of the funds are FDIC insured and Director Mills assured him they were due to Wintrust having multiple charters to spread the risk.

-Director Mills will be moderating a panel for Library Journal’s Day of Dialog on April 17th.

1. Department Heads

-Secretary Voitik asked for an explanation of a Toniebox, which is now available for circulation in the Children’s Department

-President Novinski would prefer the Department Head reports to be in black and white going forward to save money.

OLD BUSINESS:

* 1. Director Mills provided an update on the parking lot project. The Building Committee voted to hire Indicom to blow out the conduit and scope it to determine if anything is broken or if there are any holes in order to help determine what is causing the leak. The findings of the scope will determine the next move.

NEW BUSINESS:

1. Rose Nowak, Head of Adult & Teen Services, was honored for her First Anniversary with the Library.
2. Louise Salomone, Children’s Assistant, was honored for her First Anniversary with the Library.
3. Elise Tarrant, Technical Services Assistant, was honored for her First Anniversary with the Library.
4. Vice President Schultz motioned/Trustee Reeder seconded to approve the updated Unattended Children Policy. The motion passed with all members present voting ‘yes’.
5. Vice President Schultz motioned/Trustee Reeder seconded to approve the Updated Book a Librarian Policy. The motion passed with all members present voting ‘yes’.
6. Vice President Schultz motioned/Trustee Reeder seconded to approve the updated Code of Conduct policy. The motion passed with all members voting ‘yes’. The policy is on our website and a hard copy is given to patrons when needed.
7. Vice President Schultz motioned/Trustee Reeder seconded to approve the updated Collection Development policy. The motion passed with all members voting ‘yes’.
8. Treasurer Stahl motioned/Vice President Schultz seconded to approve Sebert Landscaping at $5,480 for Summer 2025. A roll call was taken and the motion passed with all members voting ‘yes’. Sebert Landscaping has water trucks to be able to water the new landscaping around the new parking lot and they are also cheaper than the existing company.
9. The board discussed fundraising for the Library Foundation Seeds Funds. Director Mills opened a Zeffy account to accept online donations. It was discussed to do a soft launch at the ribbon cutting with pledge cards, donation cards, and QR codes in the Library.

CORRESPONDENCE: Patron Surveys

OTHER BUSINESS:

-Ribbon cutting for the new parking lot will be 4/7/25 at 4:00 p.m.

-The library was nominated for a PSACC award. The meeting will be May 21st at Department 109 in Plainfield.

-The Library is participating in the Kiwanis Fundraiser and will also be involved with Party in the Park this summer for additional Outreach activities.

Treasurer Stahl motioned, and Vice President Schultz seconded, that the meeting be adjourned at 7:41 p.m., with all members present voting yes.

Respectfully submitted,

Cindy Norman, Finance Clerk