

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
November 14, 2024**

The Public Hearing on the Tax Levy Ordinance for 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, November 14, 2024. 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. Arthetta Reeder |
| 3. Tom Novinski | 4. Bob Stahl arrived 6:32 pm |
| 5. Krysten McGee | |

ABSENT: Vito Schultz and Tracy Caswell

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

No action was taken in the hearing.

Treasurer Stahl motioned, and Secretary Voitik seconded, that the Public Hearing be adjourned at 6:59 p.m. A roll call was taken, and the motion passed with all members voting "yes."

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 November 14, 2024.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|------------------|--------------------|
| 1. Karen Voitik | 2. Arthetta Reeder |
| 3. Tom Novinski | 4. Bob Stahl |
| 5. Krysten McGee | |

ABSENT: Vito Schultz and Tracy Caswell

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Maren Flessen
Tiffany Allen-Smith

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Treasurer Schultz motioned that the minutes of the regular meeting on October 10, 2024, be approved. Secretary Voitik seconded the motion, which was passed with all members voting "yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of September 2024	\$863,681.52
Cash received during September 2024	590,195.13
Disbursements during September 2024	<u>(126,776.68)</u>
Cash on Hand End of September 2024	1,327,099.97

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	141,266.58
Money Market Fund – Chase	284,678.54
Old Plank Trail MM X6183	363,916.66
Payroll Account – Chase	11,871.69
License Plates – Chase	1,434.82
Old Plank Trail MM X9335	18,215.10
Old Plank Trail MM X9981	505,413.64
PMA Financial CD80197	<u>2.94</u>
TOTAL	1,327,099.97

Cash on Hand Beginning of October 2024	\$1,327,099.97
Cash received during October 2024	44,789.85
Disbursements during October 2024	<u>(208,821.79)</u>
Cash on Hand End of October 2024	\$1,163,068.03

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	22,290.97
Money Market Fund – Chase	153,681.85
Old Plank Trail MM X6183	452,941.81
Payroll Account – Chase	7,222.93
License Plates – Chase	729.62
Old Plank Trail MM X9335	18,357.45
Old Plank Trail MM X9981	507,540.46
PMA Financial CD80197	<u>2.94</u>
TOTAL	1,163,068.03

APPROVAL AND PAYMENT OF BILLS:

Trustee Reeder motioned that the bills presented for payment be approved. Secretary Voitik seconded the motion. A roll call vote was taken, and the motion passed with all Trustees present voting "yes."

CORRESPONDENCE: Director Mills included comment cards in the packet for all board members to read. The feedback was positive, including comments about good customer service provided to individual patrons. One patron expressed that he was excited about the new parking lot being built and the upgrades to the existing lot.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills discussed the Library being closed on October 24th & 25th for the safety of staff and patrons during the paving of the parking lots. Staff were assigned training modules to complete from home, and passport agents completed their passport training from home. On election day, the library staff handed out candy and signed people up for library cards when they stopped in to vote. The library signed up about 15 new patrons with library cards that day.
 - Baker & Taylor has been showing signs of struggle in filling orders for book titles. Director Mills and Leslie Lovato, the Head of Technical Services, are exploring alternative book vendors. The marketplace is small, so the primary vendor they will be talking with is Ingram.
 - Outreach staff had a very busy month, attending many community events.
- b. Department Heads

OLD BUSINESS:

- a. The parking lot project is moving along. The drop box is being delivered next week. Still waiting on light poles. The conduit next to the building is in disrepair, so the contractors cannot pull wire to the light pole at the end of the sidewalk. The conduit will need to be replaced to finish the project, and we are just waiting on the price of those repairs.

NEW BUSINESS:

- a. Maren Flessen was honored for their First Anniversary with the Library.
- b. Treasurer Stahl motioned/Trustee Reeder seconded to approve Ordinance 24-3 Tax Levy Ordinance for 2024/2025 for a total of \$1,532,870 levied. A roll call was taken, and the motion passed with all Trustees present voting "yes."
- c. c. Trustee Reeder motioned, and Secretary Voitik seconded, to approve the Annual Treasurer's Report for FY24. A roll call was taken, and the motion passed with all Trustees present voting "yes."

OTHER BUSINESS:

- a. There will be no December meeting unless something urgent comes up.
- b. No announcements

President Novinski motioned/Secretary Voitik seconded for the meeting to adjourn at 7:11 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk