

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
April 14, 2022**

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 April 14, 2022. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

1. Thomas Novinski
2. Karen Voitik
3. Vito Schultz
4. Tracy Caswell
5. Philip Besler

ABSENT: Bob Stahl, Amy Chellino

STAFF PRESENT:

Jennie Mills, Director  
Shalyn Rodriguez, Assistant Director  
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Secretary Karen Voitik moved the regular meeting minutes on March 10, 2022, to be approved. Trustee Vito Schultz seconded, with Caswell, Voitik, and Schultz voting yes. President Thomas Novinski and Vice-President Phil Besler abstained due to their absence from the previous meeting.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of March 2022	\$ 579,452.68
Cash received during March of 2022	\$ 23,390.11
Disbursements	<u>\$ (88,438.74)</u>
Cash on Hand End of March 2022	\$514,404.05

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	26,432.90
Money Market Fund – Chase	164,072.71
Money Market Fund – Shorewood Bank & Trust	221,324.45
Payroll Account – Chase	2,146.77
PMA Financial CD80197	<u>100,127.22</u>
TOTAL	\$514,404.05

#### APPROVAL AND PAYMENT OF BILLS:

Director Mills noted that Baker & Taylor had some billing issues (after a division was spun off at the corporate level), so there were two payments to B&T in the past month. The billing issues do seem to be getting closer to resolution, however. Vice-President Phil Besler moved that the bills presented for payment be approved. Secretary Karen Voitik seconded the motion. A roll call was taken with all Trustees present, passing the motion.

#### LIBRARIAN'S REPORT:

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

OLD BUSINESS: None

#### NEW BUSINESS:

- a. **Honoring Sarah Haish's First Anniversary as a Circulation Assistant.** Haish was presented with a certificate by President Novinski.
- b. **Accept Amy Chellino's Resignation from the Board of Trustees.** Vice-President Phil Besler moved/Trustee Vito Schultz seconded, and it passed with the present majority voting "yes." Secretary Karen Voitik abstained.
- c. **Approve Resolution 2022-23 "Honoring Amy Chellino's Service on the Board of Trustees."** Trustee Vito Schultz moved/Secretary Karen Voitik seconded, and it passed with all present voting "yes."
- d. **Approval of Declaration of Vacancy for the Office of Trustee and Plan to Fill Vacancy.** The board will appoint a new person to be a Trustee until the next election cycle (2023). Director Mills will have the vacancy posted on April 18, 2022, and have interested candidates submit the questionnaire/resume packets to her by May 5, 2022. The interest packets will be forwarded to the board upon her receipt. The Board will review packets at the May 12<sup>th</sup> board meeting, with interviews held at the end of May. (Director Mills will prepare a Doodle poll to find an acceptable date for the interviews). The new trustee would then be appointed in June and start in July. Secretary Karen Voitik moved/Trustee Vito Schultz seconded the Declaration of Vacancy; it passed with all members present voting "yes."
- e. **Change Closed Day from June 11<sup>th</sup> to June 2<sup>nd</sup> to accommodate the change in Summer Reading Kickoff.** Vice-President Phil Besler moved/Trustee Tracy Caswell seconded, and it passed with all present voting "Yes."

Motion made to go into Executive Session for the purposes of discussing matters related to Personnel 5 ILCS 120/2 (c)(1) made by Phil Besler, seconded by Karen Votik at 7:18 pm.

The open meeting resumed at 7:55 pm.

- a. **Approve Salary for FY23 for the Director of the Library.** Vice-President Phil Besler moved/Secretary Karen Voitik seconded the salary for the Library Director at an increase of 3%. This increase will go into effect in July of 2022. A roll call was taken, and it passed with all members present voting yes. Mills expressed her appreciation for the increase.

**b. Approve Salary for Library Staff.**

Vice-President Phil Besler moved/Trustee Karen Voitik seconded the salary increase for the Library Staff. All other staff members received a standard raise of \$1.00 per hour to keep current with the minimum wage; the salary increases will go into effect in July 2022. A roll call was taken, and it passed with all members present voting yes.

ANNOUNCEMENTS: None

Secretary Karen Voitik motioned/Trustee Vito Schultz seconded for the meeting to adjourn at 7:57 p.m., with all members voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk