

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
June 12, 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 June 12, 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. Tom Novinski | 4. Bob Stahl |
| 5. Krysten McGee | 6. Tiffany Allen-Smith |

ABSENT: Arthetta Reeder

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Paul Mills

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved to approve the regular meeting minutes from May 8, 2025. Vice President Schultz seconded the motion. The motion passed with all Trustees present voting 'yes'.

COMMENTS FROM THE PUBLIC: Bob Schwartz attended the meeting to address his concerns over the Library's landscape company coming to work on the weekends. He stated that he had to stop them from cutting all the brush by the fence that separates the Library's main parking lot from adjacent houses, because the worker had misread the report. Director Mills assured Mr. Schwartz that she would speak with the landscape company to ensure they complete their work during regular business hours in the future.

TREASURER'S REPORT:

Cash on Hand Beginning of May 2025	\$ 493,894.15
Cash received during May 2025	: 98,572.92
Disbursements	<u>(166,628.78)</u>
Cash on Hand End of May 2025	\$ 425,838.29

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	20,475.10
Money Market Fund – Chase	72,691.30
Old Plank Trail MM X6183	208,227.59
Payroll Account – Chase	2,903.24

License Plates – Chase	1,149.11
Old Plank Trail MM X9981	95,089.01
Old Plank Trail General x7766	25,000.00
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 425,838.29

APPROVAL AND PAYMENT OF BILLS: Secretary Voitik motioned that the bills presented for payment be approved. Vice President Schultz seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes.'

LIBRARIAN'S REPORT: Director Mills informed the Board that the Health Insurance Co-op may potentially be merging with another pool to help lower costs for employees using Health Insurance.

Summer Read went well. Eight hundred fifty people attended it. There was a 26% increase in adults who signed up and an 18% increase in children.

OLD BUSINESS:

- a. Parking Lot – The line was scoped, and it remains intact. The scope revealed that the line installed by the contractor has seams instead of being a single, continuous line. These seams could be leaking and contributing to the flooding. The specifications given to the contractor did not specify the type of line to use, but it did state that the line should be water-tight, so that was a decision the contractor made. Todd Lukas (an independent consultant) also noted that the flooding could be because the line was buried in a high water table. The Board instructed Director Mills to work with the attorney to draft a letter to Concord in regards to them covering the cost of capping the conduit.

NEW BUSINESS:

- a. Honored Anna Allison, Adult Outreach Coordinator, for her first anniversary of service with the Library.
- b. Honored Jessica Forlenzo, Children's Department Assistant, for her first anniversary of service with the Library.
- c. Honored Jennie Mills, Director, for her 15th anniversary of service with the Library.
- d. Treasurer Stahl motioned/Vice President Schultz seconded to approve Resolution 2025-3 Designating Jennie Mills and Cindy Norman as Open Meetings Act Officers. The motion passed with all members present voting 'yes'.
- e. Treasurer Stahl motioned/Vice-President Schultz seconded to approve Resolution 2025-4 Designating Jennie Mills and Julie Hornberger as Freedom of Information Act Officers. The motion passed with all members present voting 'yes'.
- f. Treasurer Stahl/Secretary Voitik seconded approving Ordinance 2025-1, Building and Maintenance Ordinance, to levy a .02 tax for the maintenance of the facility. A roll call was taken and all members present voted 'yes'. Motion passed.
- g. President Novinski appointed Trustee Krysten McGee and Vice President Vito Schultz as the designated Whistleblower Auditing Officers.
- h. Treasurer Stahl motioned/Secretary Voitik seconded, to transfer the interest earned into the General Fund. A roll call was taken and all members present voted 'yes'. Motion passed.

- i. Secretary Voitik motioned/Treasurer Stahl seconded to approve the repayment of \$150,000 to reserves from the General Fund after the levy tax distribution. A roll call was taken and all members present voted 'yes'. Motion passed.
- j. Vice President Schultz motioned/Secretary Voitik seconded to update the Library's Nonresident Fee for FY26 for non-residents who do not pay library taxes to any library. Excludes children served by the Card for Kids Act. The motion passed with all members voting 'yes'.
- k. Vice President Schultz motioned/Treasurer Stahl seconded to approve the Revised Interlibrary Loan Policy. The motion passed with all members present voting 'yes'.

Motion made to go into Executive Session to discuss matters related to Personnel 5 ILCS 120/2(c)(1) by Secretary Voitik, seconded by Vice President Schultz at 7:39 p.m.

Vice President Schultz made the motion to reopen the public meeting, seconded by Secretary Voitik at 7:51 p.m.

- a. Treasurer Stahl moved/Secretary Voitik seconded to approve salary increases for the Library Staff for FY26 and the salary increase for the Library Director for FY26 at a 4% increase. A roll call was taken and all members present voted 'yes'. The motion passed.
- b. Vice President Schultz moved/Trustee McGee seconded to approve the operating budget for FY26. A roll call was taken and all members present voted 'yes'. The motion passed.

ANNOUNCEMENTS:

Photos of the Board will be taken on the night of July 10th. The Board meeting adjourned at 7:59 pm with Voitik motioning and Stahl seconding. All voted 'yes' to adjourn.

Respectfully submitted,

Cindy Norman