

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
January 12, 2023**

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 12, 2023. 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. Arthetta Reeder | 6. Phil Besler |

ABSENT: Tracy Caswell

STAFF PRESENT:

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

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Treasurer Bob Stahl moved that the minutes of the regular meeting on December 8, 2022, be approved. Secretary Karen Voitik seconded the motion, and it was passed with all members voting "yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of December 2022	\$1,079,782.17
Cash received during December 2022	39,577.90
Disbursements	<u>138,645.74</u>
Cash on Hand End of December 2022	\$ 980,714.33

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	10,886.68
Money Market Fund – Chase	260,639.71
Money Market Fund – Old Plank Trail	178,015.59
Payroll Account – Chase	1,151.12
License Plates – Chase	784.03
Money Market – Old Plank Trail	28,956.73
PMA Financial CD80197	<u>499,980.47</u>
TOTAL	980,714.33

APPROVAL AND PAYMENT OF BILLS:

Secretary Karen Voitik moved that the bills presented for payment be approved. Trustee Vito Schultz seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted "yes."

LIBRARIAN'S REPORT:

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

OLD BUSINESS:

- a. Director Mills informed the Board that the modification to the parking lot project for the DCEO Grant was approved. The completion deadline is February 2024. However, the majority of the project needs to be completed by October 2023 because the asphalt plants will stop pouring around then due to weather. The proposal to move forward will be put on the February 9th Board agenda for approval.
- b. Diverzify+ updated Director Mills that carpet tiles are shipping on 2/24/23 and should arrive approximately 3/3/23. The Library is looking to start demolition on 2/25/23. During the closure, staff will still be able to fill holds with books located in the Children's department and receive books from other libraries for patrons. All upstairs services will move to the basement during the renovation. Director Mills will hopefully have a firm date for closure to be approved at the February 9th meeting.
- c. Director Mills updated the Board that the Village of Shorewood may be willing to take ownership of the private road next to the leased acre so that they can maintain it. This will be beneficial to the Library because then the Library will not be responsible for plowing it or taking care of the curbs. Also, Director Mills found out from the attorney that there would be no liability to the Library if the land needs to be returned in the future. There will be a standard clause in the draft to cover that issue. Director Mills will move forward with the attorney to prepare a draft that can be presented to the Board.

NEW BUSINESS:

- a. Treasurer Bob Stahl moved/Trustee Vito Schultz seconded to approve the submission of required filers for the Statement of Economic Interest. The motion passed with all members present voting "yes".
- b. Secretary Karen Voitik moved/Vito Schultz seconded to approve Director Mills to sign the contract to accept ARPA funds from Will County, pending final review from the Attorney. A roll call was taken and the motion passed with all members present voting "yes".
- c. The Board received a quote of \$14,358.82 from Wunderlich Doors to replace the two emergency doors and staff entrance door including the automatic locks and key cards. Treasurer Bob Stahl motioned/Trustee Vito Schultz seconded to approve the quote and replace the doors. A roll call was taken and the motion passed with all members present voting "yes".
- d. Trustee Vito Schultz moved/Trustee Arthetta Reeder seconded to approve the Committee Charge for the Building Committee. The motion passed with all members present voting "yes."
- e. Vice-President Phil Besler moved/Treasurer Bob Stahl seconded to approve Request for Proposals for Library Auditors to be utilized. A roll call was taken and the motion passed with all members present voting "yes".

- f. Two board member terms are expiring and they are not seeking re-election. Currently there is no one on the ballot to replace them. Director Mills informed the Board that there are two ways to fill the vacancies when no one is on the ballot. There can either be write-ins on Election Day or after the Election the Board can solicit applications to interview and appoint two new members.
- g. Treasurer Bob Stahl moved/Secretary Karen Voitik seconded to table the Release of Executive Session Minutes for June 2022 – December 2022 until the February 9th board meeting. The motion passed with all members present voting “yes.”

OTHER BUSINESS:

- a. Jennie is on vacation from January 26 – January 31, 2023.

Trustee Vito Schultz motioned/Secretary Karen Voitik seconded for the meeting to adjourn at 7:37 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk