

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
February 9, 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 February 9, 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. Tracy Caswell |
| 5. Arthetta Reeder | 6. Phil Besler |

ABSENT: Bob Stahl

STAFF PRESENT:

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

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: Addition of k. under New Business to discuss the Construction Timeline Schedule.

APPROVAL OF MINUTES:

Secretary Karen Voitik moved that the minutes of the regular meeting on January 12, 2023, be approved. Trustee Vito Schultz seconded the motion, and it passed with a majority vote. Trustee Tracy Caswell abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of January 2023	\$ 980,714.33
Cash received during January 2023	31,719.18
Disbursements	<u>(132,930.68)</u>
Cash on Hand End of January 2023	\$ 879,502.83

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	1,653.15
Money Market Fund – Chase	170,648.56
Money Market Fund – Old Plank Trail	178,015.59
Payroll Account – Chase	7,557.19
License Plates – Chase	826.18
Money Market – Old Plank Trail	20,516.73
PMA Financial CD80197	<u>499,985.43</u>

TOTAL

879,502.83

APPROVAL AND PAYMENT OF BILLS:

Trustee Tracy Caswell 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 turned in the quarterly report for the DCEO Grant. It was accepted, and things continue to move forward.
- b. Director Mills turned in the quarterly report for the LSCA Grant, and it was accepted. There is now a Construction Timeline in place, and things are moving forward.
- c. The Library and the Village of Shorewood are still in discussions over the private road next to the leased acre of land. The Village is having a public engineer coming out to look at it.

NEW BUSINESS:

- a. The Board honored Mary Hurtado, Adult Outreach Librarian, on her One-Year Anniversary at the library.
- b. The Board honored Kim King, Circulation Assistant, on her One-Year Anniversary at the library.
- c. The Board honored Tina Lyznicki, Technical Services Assistant, on her One-Year Anniversary at the library.
- d. Trustee Vito Schultz moved/Secretary Karen Voitik seconded to approve the parking lot concept and have Director Mills begin working with the Village on approvals. The motion passed with all members present voting "yes."
- e. President Tom Novinski moved/Vice-President Phil Besler seconded to approve the closure of the Library starting February 24th with demolition starting February 27th. This date is based on the carpet shipping on time. If there is a delay in the carpet shipping, those dates would be adjusted. The motion passed with all members present voting "yes".
- f. Trustee Tracy Caswell moved/Trustee Vito Schultz seconded to approve full closure of all library services on the day of demolition, February 27th with mobile pick services, phone/zoom reference services, etc. being available 3 days before demolition to end of project. The motion passed with all members present voting "yes".
- g. Trustee Vito Schultz moved/Trustee Arthetta Reeder seconded to approve that the March 9th Building Committee Meeting and Board Meeting be held at the Troy Township Building on Seil Rd. due to the remodeling. The motion passed with all members present voting "yes."
- h. Vice-President Phil Besler moved/Trustee Vito Schultz seconded to approve the Money Market account at Wintrust be converted to a MaxSafe Account. A roll call was taken and the motion passed with all members present voting "yes".
- i. Vice-President Phil Besler moved/Trustee Arthetta Reeder seconded to approve the release of Request for Proposal for Landscaping Services. A roll call was taken and the motion passed with all members present voting "yes".

- j. Vice-President Phil Besler moved/Trustee Vito Schultz seconded to approve the release of Executive Session Minutes for June 2022 – December 2022. The motion did not pass with all members present voting “no”.
- k. The Board went over the construction timeline that The Ethos Workshop provided. The timeline will be adjusted if any variables pop up.

OTHER BUSINESS:

- a. Jennie’s cell phone will be available during the library closure, and she will be working 6 days a week.
- b. There will be no auxiliary services during closure (notary, passports, license plate stickers).

Trustee Vito Schultz motioned/Secretary Karen Voitik seconded for the meeting to adjourn at 7:21 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk