

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
May 11, 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 May 11, 2023. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

The Oath of Office was administered to Krysten McGee, Thomas Novinski, Arthetta Reeder, and Karen Voitik by Notary Cindy Norman.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|------------------|
| 1. Karen Voitik | 2. Vito Schultz |
| 3. Tom Novinski | 4. Tracy Caswell |
| 5. Arthetta Reeder | 6. Krysten McGee |
| 7. Bob Stahl | |

STAFF PRESENT:

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

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Trustee Vito Schultz moved that the minutes of the regular meeting on April 13, 2023, be approved. Secretary Karen Voitik seconded the motion. All members voted 'yes' to approve. Trustee Krysten McGee abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of April 2023	\$ 710,291.96
Cash received during April 2023	29,164.87
Disbursements April 2023	<u>(132,084.64)</u>
Cash on Hand End of April 2023	\$ 607,372.19

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	(10,082.27)
Money Market Fund – Chase	144,646.07
Money Market Fund – Old Plank Trail	338,765.39
Payroll Account – Chase	9,014.89
License Plates – Chase	932.79

Money Market – Old Plank Trail	22,375.98
PMA Financial CD80197	<u>101,419.34</u>
TOTAL	\$607,372.19

APPROVAL AND PAYMENT OF BILLS:

Treasurer Bob Stahl 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
- b. Department Heads

OLD BUSINESS:

- a. The parking lot project will hopefully be on the Village of Shorewood June Planning and Zoning committee meeting agenda.
- b. Brett from Ethos Workshop is still waiting on initial quotes to come in for the Building Projects for the upcoming year. These quotes will be used to finalize the budget. Additional quotes will be sought when the work is actually ready to start on the project..

NEW BUSINESS:

- a. Trustee Reeder moved/Secretary Voitik seconded the approval of Resolution 23-1 "Honoring Philip Besler for Twelve Years of Service to the Library Board". The motion passed with all Trustees present voting 'yes'.
- b. Trustees elected Officers of the Board. Caswell nominated/Reeder seconded to elect Voitik Board President. A roll call was taken and the vote did not pass via majority vote. Caswell voted 'yes', Reeder abstained, and all other members voted 'no'. Voitik nominated/Stahl seconded to elect Novinski as Board President. A roll call was taken and this motion passed via majority vote. Caswell voted 'no', Reeder and McGee abstained, and all other members voted 'yes'. Voitik nominated/Reeder seconded to elect Schultz Vice-President; all members voted 'yes' via voice vote; Stahl nominated/Reeder seconded to elect Voitik Secretary, all members voted 'yes' via voice vote; Reeder nominated/Voitik seconded to elect Stahl Treasurer, all members voted 'yes' via voice vote.
- c. Treasurer Stahl moved/Vice-President Schulz seconded to ratify the signers for all banking accounts (money market, checking, CDs) to be the President of the Board, the Treasurer of the Board, and the Library Director, as specified in the Board By-laws. Two signers are to be required on all checks and withdrawals. The motion passed with all Trustees voting 'yes'.
- d. Vice-President Schultz moved/Secretary Voitik seconded to authorize signing Audit Engagement Letter for FY23 Audit with Mack & Associates. The motion passed with all Trustees voting 'yes'.
- e. President Novinski appointed Helen Valantinas and Erin Gilmartin to the Decennial Committee as the two community members required to be appointed to the committee.
- f. Secretary Voitik moved/Vice-President Schultz seconded for the Inaugural Decennial Committee meeting to be June 8, 2023 at 6:30 p.m. Six of the committee members need to be in attendance for it to constitute a meeting. Director Mills is also considered to be a member of the Committee.

- g. There was a discussion of the Operating Budget for FY24 and some line items that were impacted.
- Treasurer Stahl commented on the increase of passport revenue and Director Mills discussed how the trend has definitely gone up the past year.
 - Director Mills explained in a little more depth a couple of the line items to new Board Trustee McGee (personal property replacement tax, impact fees, Pinnacle Reimbursement)
 - Director Mills explained there was a budget increase for the Audit line due to the new company charging more money.
 - Website Maintenance budget increased due to a necessary site rebuild to adhere with the Americans with Disability Act.
 - Management Services budget increased due to money needed for Strategic Planning for the Library.
 - Legal Services budget increased due to the Parking Lot Project bid requirements and the land donation.

OTHER BUSINESS: Summer Reading Kickoff is June 1st from 5:00 – 7:00 p.m. The Board will have their own table at the event. Trustee Caswell asked if the Board members could get name tags. Director Mills will make sure those are ordered.

Vice-President Schultz motioned/Treasurer Stahl seconded for the meeting to adjourn at 7:38 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk