

AGENDA
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
650 Deerwood Dr., Shorewood, IL 60404

Both the Public Hearing and the Regular Board Meeting will be hosted in Meeting Room A of the Library, however, due to COVID mitigation, there will also be an online component. The Zoom Meeting ID is: 884 2250 4663, Password is: 396933. Questions or comments from the public for the Board may be emailed to the Director at jmills@shorewoodtroylibrary.org in advance of the meeting

September 10, 2020
Public Hearing/Special Board Meeting
6:30 p.m.

A Public Hearing on the Budget and Appropriations Ordinance for the Shorewood-Troy Public Library District for FY 2020/2021 will be held at 6:30 p.m. on Thursday, September 10, 2020. The Hearing will be held at the Library located at 650 Deerwood Dr., Shorewood, IL.

The hearing will immediately be followed by the regular meeting of the board at 7:00 p.m.

September 10, 2020
General Meeting
7:00 pm.

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular meeting, August 13, 2020
5. Comments from the Public

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
6. Treasurer's Report – August 2020
7. Approval and Payment of Bills
8. Correspondence
9. Reports
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Head
10. Old Business
11. New Business –
 - a. Approve Budget and Appropriations Ordinance 20-2, FY21 (**Action**)
 - b. Approve Chief Fiscal Officer's Statement of Revenues, FY21 (**Action**)
 - c. Approve Resolution 20-1, "Resolution to Determine Estimate of Funds" (**Action**)
 - d. Approval of Disclosure of Salary information for FY21 (**Action**)
 - e. Approval of Privacy Policy (**Action**)
 - f. Approval of Proposed Memorandum of Agreement (**Action**)
 - g. Serving Our Public, 4.0, Chapter 7 - "Collection Management" (**Discussion**)
 - h. Serving Our Public, 4.0, Chapter 8 – "System Member Responsibilities" (**Discussion**)
 - i. Serving Our Public, 4.0, Chapter 9 – "Reference and Reader's Advisory Services" (**Discussion**)
12. Announcements
 - a. Trustee Election packets can be picked up on/after September 22nd
 - b. National Library Card Event September 19th
13. Adjourn

Any individual requiring special accommodations as specified by the American with Disabilities Act is requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours in advance of the meeting date.

For further information regarding this meeting agenda, please contact:

Jennie Cisna Mills, Director

Shorewood – Troy Public Library District

650 Deerwood Dr., Shorewood, IL 60404

815-725-1715, jmills@shorewoodtroylibrary.org

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
September 12, 2020**

The Public Hearing on the Budget & Appropriations Ordinance FY 2020/2021 for the Shorewood-Troy Public Library District was called to order by the President, Thomas Novinski, at 6:30 p.m. on Thursday, September 10, 2020. The meeting took place in Meeting Room A of the Library, however, to prevent the spread of the COVID-19 virus, there was also an online component. Social distancing was observed.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|-----------------|
| 1. Thomas Novinski | 2. Karen Voitik |
| 3. Vito Schultz | 4. Brad Stacy |

ABSENT: Phil Besler, Bob Stahl, Amy Chellino

STAFF PRESENT:

Jennie Mills, Director
Shalyn Rodriguez, Assistant Director

The Public Hearing was adjourned at 6:59 p.m.

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 September 10, 2020.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|-----------------|
| 1. Thomas Novinski | 2. Karen Voitik |
| 3. Vito Schultz | 4. Brad Stacy |
| 5. Bob Stahl | 6. Amy Chellino |

ABSENT: Phil Besler

STAFF PRESENT:

Jennie Mills, Director
Shalyn Rodriguez, Assistant Director

VISITORS PRESENT: NONE

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Bob Stahl moved that the minutes of the regular meeting on August 13, 2020 be approved. Brad Stacy seconded the motion and it was passed.

COMMENTS FROM THE PUBLIC: NONE

TREASURER'S REPORT:

Cash on Hand Beginning of August 2020	\$556,712.10
Cash received during August 2020	36,128.50
Disbursements	<u>(107,710.60)</u>
Cash on Hand End of August 2020	\$485,130.00

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	3,659.43
Money Market Fund – Chase	152,676.08
Money Market Fund – Shorewood Bank & Trust	292,952.37
Payroll Account – Chase	7,542.12
BMO Harris CD	<u>28,000.00</u>
TOTAL	\$485,130.00

APPROVAL AND PAYMENT OF BILLS:

Karen Voitik moved that the bills presented for payment be approved. Vito Schultz seconded the motion. A roll call vote 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. Trustees approved the Budget and Appropriations Ordinance 20-2 for FY21. Stahl motioned/Schultz seconded with all present voting yes.
- b. Trustees approved the Chief Fiscal Officer's Statement of Revenues for FY21. Stacy motioned/Chellino seconded with all present voting yes.
- c. Trustees approved Resolution 20-1, "Resolution to Determine Estimate of Funds". Stahl motioned/Stacy seconded with all present voting yes.
- d. Trustees approved the disclosure of salary information for FY21. Schultz motioned/Voitik seconded with all present voting yes.
- e. Trustees approved the Privacy Policy. Voitik motioned/Schultz seconded. It passed via voice vote.
- f. Trustees approved the proposed Memorandum of Agreement. Stacy motioned/Schultz seconded. It passed via voice vote.
- g. Trustees reviewed Chapter 7 of Serving Our Public.
- h. Trustees reviewed Chapter 8 of Serving Our Public.
- i. Trustees reviewed Chapter 9 of Serving Our Public.

OTHER BUSINESS:

- a. Trustee Election packets can be picked up on/after September 22nd.
- b. The Library is hosting a National Library Card Event on September 19th.

Schultz motioned/Voitik seconded for the meeting to adjourn at 7:15 p.m. with all members present voting yes.

Respectfully submitted,

Shalyn Rodriguez, Assistant Director