

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
May 13, 2021**

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 13, 2021. 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.

Oath of Office was administered to Tracy Caswell, Vito Schultz, and Robert J. Stahl by Secretary Karen Voitik.

ROLL CALL:

TRUSTEES PRESENT:

- |                    |                  |
|--------------------|------------------|
| 1. Thomas Novinski |                  |
| 2. Phil Besler     | 5. Amy Chellino  |
| 3. Bob Stahl       | 6. Vito Schultz  |
| 4. Karen Voitik    | 7. Tracy Caswell |

ABSENT: NONE

STAFF PRESENT:

Jennie Mills, Director  
Shalyn Rodriguez, Assistant Director & Children's Services Manager  
Julie Hornberger, Teen & Adult Services and Technology Manager

VISITORS PRESENT: Paul Mills

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Karen Voitik moved that the minutes of the regular meeting on April 8, 2021 be approved.  
Vito Scultz seconded the motion, and it was passed with all present voting yes.

Bob Stahl moved that the minutes of the special meeting on May 3, 2021 be approved. Karen Voitik seconded the motion, and it was passed with all present voting yes.

COMMENTS FROM THE PUBLIC: NONE

TREASURER'S REPORT:

Cash on Hand Beginning of April 2021	\$415,092.19
Cash received during April 2021	\$35,177.27
Disbursements	<u>(\$104,632.63)</u>
Cash on Hand End of April 2021	\$345,636.83

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	(1,164.33)

Money Market Fund – Chase	99,779.92
Money Market Fund – Shorewood Bank & Trust	146,084.45
Payroll Account – Chase	942.31
PMA Financial CD	<u>100,001.00</u>
TOTAL	\$345,943.35

APPROVAL AND PAYMENT OF BILLS:

Phil Besler moved that the bills presented for payment be approved. Tracy Caswell 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: No Old Business.

NEW BUSINESS:

- a. Trustees elected Officers of the Board. Voitik nominated/Stahl seconded to elect Novinski President, Novinski nominated/Schultz seconded to elect Besler Vice President, Novinski nominated/Schultz seconded to appoint Voitik Secretary, and Novinski nominated/Schultz seconded to elect Stahl Treasurer. All present voted yes.
- b. Trustees ratified the signers for all banking accounts to be the President, Treasurer, and Library Director. Besler motioned/Voitik seconded. Roll call vote conducted with all trustees present passing the motion.
- c. Chellino, Novinski, and Stahl were appointed to the Building Committee. Schultz motioned/Voitik seconded. All present voted yes.
- d. Schultz and Chellino were appointed to the Minutes’ Audit Committee. Stahl motioned/Voitik seconded. All present voted yes.
- e. Trustees approved the Operating Budget for FY22. Besler motioned/Stahl seconded. Roll call vote conducted with all trustees present passing the motion.
- f. Trustees approved removal of the June 12<sup>th</sup> closure for the Library Summer Reading Kickoff. Voitik motioned/Chellino seconded. All present voted yes.
- g. Trustees approved 3-day closure in August for shifting of Library materials. Schultz motioned/Chellino seconded. All present voted yes.
- h. The Technology Device Lending Policy was approved by Trustees. Besler motioned/Voitik seconded. All present voted yes.

ANNOUNCEMENTS: No Announcements

Stahl motioned/Schultz seconded for the meeting to adjourn at 7:50 p.m. with all members present voting yes.

Respectfully submitted,  
Shalyn Rodriguez, Assistant Director

AGENDA  
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
650 Deerwood Dr., Shorewood, IL 60404  
May 13, 2021  
General Meeting, 7:00pm

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 851 4910 8715, Password is: 212038. Questions or comments from the public for the Board may be emailed to the Director at [jmills@shorewoodtroylibrary.org](mailto:jmills@shorewoodtroylibrary.org) in advance of the meeting

1. Welcome
2. Administer Oath of Office to Tracy Caswell, Vito Schultz, and Robert J. Stahl by Secretary Karen Voitik.

3. Call to order and roll call of Trustees

4. Changes/Additions to Agenda

5. Approval of Minutes:

☐ Regular Meeting, April 8, 2021

☐ Special Meeting, May 3, 2021

6. 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.

7. Treasurer's Report – April 2021

8. Approval and Payment of Bills

9. Librarian's Report

a. Director's Report

b. Department Heads

10. Old Business

11. New Business –

- a. Elections of Officers of the Board (President, Vice-President, Secretary & Treasurer);  
Officers officially seated (Action)
- b. 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. Two signers to be required on all checks and withdrawals (Action)
- c. Appointment of Building Committee by President of the Board (Appointment)
- d. Appointment of Minutes' Audit Committee by President of the Board (Appointment)
- e. Approve Operating Budget for FY22 (Action)
- f. Remove June 5th as Closed Day for the Library – “Summer Reading Kickoff” (Action)
- g. Approve 3-Day Closure in August for shifting of Library Materials on Main Floor, Presentation by Julie Hornberger, Adult Services Manager and Jennie Mills, Director (Action)
- h. Approve Technology Device Lending Policy (Action)

12. Announcements

13. Adjournment

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](mailto:jmills@shorewoodtroylibrary)