

AGENDA
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MEETING ROOM A

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. Questions or comments from the public for the Board may be emailed to the Director at jmills@shorewoodtroylibrary.org in advance of the meeting

Zoom Credentials:

Meeting ID: 842 6035 2240

Passcode: 347428

June 10, 2021
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, May 13, 2021
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 – May 2021
7. Approval and Payment of Bills
8. Correspondence
9. Librarian's Report
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
11. New Business –
 - a. Approve annual non-resident library card fee (**Action**)
 - b. Approve Transfer from Reserves of \$20,000 to General fund to be repaid once tax distribution drops on June 17th (**Action**)
 - c. Release of Executive Meeting minutes from January 2021-May of 2021(**Action**)
 - d. Approve FOIA Policy for FY22 (**Action**)
 - e. Approve updated Proctoring Policy (**Action**)

- f. Approve updated Emergency Closing Policy (**Action**)
- g. Approve update Unattended Children Policy (**Action**)

12. Other Business

- a. Announcements
- b. Summer Reading Kick-off, Saturday the 12th, 1-3pm
- c. Jennie on Vacation, June 24th-July 2nd

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.

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
June 10, 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 June 10, 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.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|------------------|
| 1. Thomas Novinski | 4. Karen Voitik |
| 2. Phil Besler | 5. Tracy Caswell |
| 3. Bob Stahl | |

ABSENT: Vito Schultz, Amy Chellino

STAFF PRESENT:

Jennie Mills, Director

Shalyn Rodriguez, Assistant Director & Children's Services Manager

VISITORS PRESENT: NONE

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Phil Besler asked to change wording from appoint to elect. Karen Voitik moved that the minutes of the regular meeting on May 13, 2021 be approved, with requested amendments. Phil Besler 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 May 2021	\$345,636.83
Cash received during May 2021	\$36,987.00
Disbursements	<u>(\$87,971.86)</u>
Cash on Hand End of May 2021	\$294,651.97

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	2,584.64
Money Market Fund – Chase	31,028.31
Money Market Fund – Shorewood Bank & Trust	146,088.87
Payroll Account – Chase	14,649.15
PMA Financial CD	<u>100,001.00</u>
TOTAL	\$294,651.97

APPROVAL AND PAYMENT OF BILLS:

Phil Besler moved that the bills presented for payment be approved. Karen Voitik 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 annual non-resident library card fee of \$181.40. Stahl motioned/Besler seconded. Roll call vote was conducted with all trustees present passing the motion.
- b. Trustees approved the transfer of \$20,000 from Reserves to the General Fund to be repaid once tax distribution drops on June 17, 2021. Voitik motioned/Caswell seconded. Roll call vote was conducted with all trustees present passing the motion.
- c. Trustees approved not releasing the Executive Meeting minutes from January 2021 – May 2021. Stahl motioned/Voitik seconded. All present voted yes.
- d. Trustees approved the FOIA Policy for FY22. Besler motioned/Voitik seconded. All present voted yes.
- e. Trustees approved the updated Proctoring Policy with request to change wording to be cohesive. Besler motioned/Voitik seconded. All present voted yes.
- f. Trustees approved the updated Emergency Closing Policy with request to change wording to reflect current staff policy. Caswell motioned/Voitik seconded. All present voted yes.
- g. Trustees approved the updated Unattended Children Policy. Besler motioned/Voitik seconded. All present voted yes.

ANNOUNCEMENTS:

- a. Summer Reading Kickoff will be Saturday, June 12th from 1-3pm.
- b. Jennie will be on vacation June 24th through July 2nd.

Besler motioned/Voitik seconded for the meeting to adjourn at 7:30 p.m. with all members present voting yes.

Respectfully submitted,
Shalyn Rodriguez, Assistant Director