

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
February 10, 2022**

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 10, 2022. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

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

ABSENT: None

STAFF PRESENT:

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

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Karen Voitik moved that the minutes of the regular meeting on January 13, 2022 be approved.  
Vito Schultz seconded the motion and it passed with all present voting yes.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of December 2021	\$ 758,635.04
Cash received during December 2021	\$ 33,717.10
Disbursements	<u>\$(109,488.92)</u>
Cash on Hand End of December 2021	\$682,863.22

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	26,417.34
Money Market Fund – Chase	180,946.67
Money Market Fund – Shorewood Bank & Trust	371,327.26
Payroll Account – Chase	3,744.73
PMA Financial CD80197	<u>100,127.22</u>
TOTAL	\$682,863.22

**Amended and approved on 3/10/22**

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 a Staff Recognition Policy. Besler motioned/Voitik seconded with all members present voting yes. Staff will be recognized at their 1-year anniversary, 3-year anniversary, and 5-year anniversaries. Then staff will be recognized at each 5-year marker of the anniversary. The company Awards Network will be utilized to issue a gift catalog to the employee being honored – the catalog will be built around the anniversary year being celebrated. The staff will also be invited to a Board meeting in their anniversary month to be honored.
- b. Trustees approved the Library to become a License Plate Sticker Renewal Site. Stahl motioned/Schultz seconded with all members present voting yes. ELS is the company that will be utilized; the Library will collect a \$9.50 service fee, with a \$1.65 going to ELS for their fee.
- c. Trustees discussed the proposed changes of by-laws. There will be a vote at the March 10, 2022 regular board meeting.
- d. Trustees discussed the Trustee Takes (short videos) and incorporating them at the end of regular board meetings.

ANNOUNCEMENTS: None

Stahl motioned/Besler seconded for the meeting to adjourn at 7:29 p.m. with all members present voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk

**Amended and approved on 3/10/22**