

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
June 8, 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 June 8, 2023. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

**ROLL CALL:**

**TRUSTEES PRESENT:**

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|------------------|--------------------|
| 1. Karen Voitik  | 2. Arthetta Reeder |
| 3. Tracy Caswell | 4. Tom Novinski    |
| 5. Bob Stahl     |                    |

**STAFF PRESENT:**

Jennie Mills, Director  
Cindy Norman, Finance Clerk

**VISITORS PRESENT:** None

**CHANGES/ADDITIONS TO AGENDA:** Trustee Caswell asked if the appointment of the Personnel Committee could be added. President Novinski said it will be put on next month's agenda.

**APPROVAL OF MINUTES:**

Treasurer Stahl moved that the minutes of the regular meeting on May 11, 2023, be approved. Secretary Voitik seconded the motion. All members voted 'yes' to approve.

**COMMENTS FROM THE PUBLIC:** None

**TREASURER'S REPORT:**

Cash on Hand Beginning of April 2023	\$ 607,372.19
Cash received during April 2023	159,040.58
Disbursements April 2023	<u>(216,140.89)</u>
Cash on Hand End of April 2023	\$ 550,271.88

**Location and Denomination of Cash**

Petty Cash	\$ 300.00
General Fund Checking – Chase	14,543.74
Money Market Fund – Chase	146,251.92
Money Market Fund – Old Plank Trail	230,726.54
Payroll Account – Chase	33,615.39
License Plates – Chase	1,034.53
Money Market – Old Plank Trail	22,368.63
PMA Financial CD80197	<u>101,431.13</u>

<b>TOTAL</b>	<b>\$550,271.88</b>
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#### APPROVAL AND PAYMENT OF BILLS:

Secretary Voitik moved that the bills presented for payment be approved. Treasurer Stahl 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  
-Director Mills informed the Board that 559 people attended the Summer Read Kickoff
- b. Department Heads

#### OLD BUSINESS:

- a. The Village of Shorewood has not been communicating back regarding the parking lot project getting put on the Planning and Zoning meeting agenda. Due to this project being time sensitive for completion the Board decided to have the Library's attorney reach out to both the Village and Mr. Michas' attorney. Director Mills will call the Library's attorney to start this process.

#### NEW BUSINESS:

- a. Treasurer Stahl moved/Secretary Voitik seconded to approve the Operating Budget for FY24. A roll call was taken and the motion passed with all Trustees present voting 'yes'.
- b. Trustee Caswell moved to release Executive Minutes from January 2023 – May 2023. There was no second of the motion so the motion failed.
- c. Secretary Voitik moved/Trustee Reeder seconded to approve Resolution 2023-2 Resolution Designating Open Meeting Act Officers (Director Mills and Finance Clerk Cindy Norman; Certificates of passing OMA training were presented in the Board packet). The motion passed with all Trustees present voting 'yes'.
- d. Secretary Voitik moved/Treasurer Stahl seconded to approve Resolution 2023-3 Resolution Designating Freedom of Information Act Officers (Director Mills and Head of Circulation Julie Hornberger; Certificates of passing FOIA training were presented in the Board packet). The motion passed with all Trustees present voting 'yes'.
- e. Trustee Caswell moved/Secretary Voitik seconded to approve FY24 Freedom of Information Act Policy. The motion passed with all Trustees present voting 'yes'. It will be posted in the building and on the website.
- f. Treasurer Stahl moved/Secretary Voitik seconded to approve Required Disclosure of Salary for FY24 for employees earning over \$75,000 in compensation and benefits. The motion passed with all Trustees present voting 'yes'. It will be posted in the building and on the website.
- g. Secretary Voitik moved/Trustee Caswell seconded transferring over interest earned into the General Fund Account. A roll call was taken and the motion passed with all Trustees present voting 'yes'.
- h. Treasurer Stahl moved/Secretary Voitik seconded to approve repayment of \$150,000 to reserves from General Fund after the levy tax distribution. A roll call was taken and the motion passed with all Trustees present voting 'yes'.
- i. Treasurer Stahl moved/Trustee Reeder seconded to approve Ordinance 23-1, Building & Maintenance Ordinance, to levy a .02 tax for maintenance of the facility. A roll call was taken and the motion passed with all Trustees present voting 'yes'.
- j. Board President Tom Novinski appointed Vice-President Vito Schultz and Secretary Karen Voitik to the Building Committee.

- k. Board President Tom Novinski appointed Trustee Arthetta Reeder and Vice-President Vito Schultz to the Secretary's Audit Committee. The Audit Committee traditionally does its work in August.
- l. Treasurer Stahl moved/Secretary Voitik seconded to update the Library's Nonresident Fee for FY24-for non-residents who do not pay library taxes to any library. This excludes children served by the Cards for Kids Act. The new fee is \$169.89 annually per family. A roll call was taken and the motion passed with all Trustees present voting 'yes'.

OTHER BUSINESS:

- a. Appointment of the Personnel Committee and opening another account at Wintrust Bank will be added to next month's agenda.
- b. Jennie will be on vacation June 26 – 30, 2023.

Treasurer Stahl moved/Secretary Voitik seconded for the meeting to adjourn at 7:23 p.m. with all members present voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk