

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
July 13, 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 July 13, 2023. The meeting occurred in Meeting Room A of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

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| 1. Vito Schultz | 2. Arthetta Reeder |
| 3. Tracy Caswell | 4. Tom Novinski |
| 5. Bob Stahl | 6. Krysten McGee |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Paul Mills, Becky Brillon

CHANGES/ADDITIONS TO AGENDA: Trustee Caswell asked if they could add Becky Brillon to the agenda under New Business for her to talk about meeting room chairs on behalf of The Friends of the Library. This was added to New Business A. as a discussion item.

APPROVAL OF MINUTES:

Treasurer Stahl moved that the minutes of the regular meeting on June 8, 2023, be approved. Vice President Schultz seconded the motion. All members voted 'yes' to approve. Vice President Schultz and Trustee McGee abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of June 2023	\$ 550,271.88
Cash received during June 2023	594,723.96
Disbursements June 2023	<u>(180,120.42)</u>
Cash on Hand End of June 2023	\$ 964,875.42

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	18,744.88
Money Market Fund – Chase	459,284.62
Money Market Fund – Old Plank Trail	358,968.85
Payroll Account – Chase	2,447.06
License Plates – Chase	1,133.11
Money Market – Old Plank Trail	22,559.77
PMA Financial CD80197	<u>101,437.13</u>

TOTAL	\$964,875.42
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APPROVAL AND PAYMENT OF BILLS:

Vice President Schultz moved that the bills presented for payment be approved. Trustee Reeder 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 Staff Day is August 4th. Becky Spratford (from RA for All) will conduct Reader's Advisory Training. The staff will also participate in CPR training and situational training and review.
 - The Per Capita Grant monies received went up due to the population in the District increasing.
 - The Village Story Walk ends in October due to weather. The storyboards aren't permanent fixtures and aren't meant for winter weather. They'll resume in the Spring.
- b. Department Heads
 - Trustee Caswell inquired about the Diversity table on the Tech Services Report asking what percent of DEI in a Library is considered good and what percentage surrounding libraries hold. Director Mills will get those numbers.

OLD BUSINESS:

- a. Director Mills has a meeting with the architect and the engineer at the Village on July 20th. Director Mills will also get from Edgar exactly what is stalling the project so she can work on an extension for the grant. The Board discussed redoing the existing parking lot while waiting for the approval of the new parking lot or making the new parking lot a U shape to take the street out of the equation. Director Mills will talk to Bret about that new concept.

NEW BUSINESS:

- a. Becky Brillon discussed with the Board that the Friends of the Library want to provide new chairs for the meeting room. However, they are still working on raising the funds for this project. The Friends were aware of a chair donation from Glen Ellyn Library of 21 chairs. They want to know if it was OK with the Board if they accepted this donation as a temporary solution until they can raise the money for new chairs. The Board agreed to move forward with this donation as long as the chairs are in decent condition when they pick them up from the Glen Ellyn Library.
- b. Treasurer Stahl moved/Vice President Schultz seconded to file the Tentative Budget & Appropriation Ordinance for FY24 for public review. A roll call was taken, and the motion passed with all Trustees present voting 'yes.'
- c. Trustee Caswell moved/Vice President Schultz seconded to set September 14, 2023, at 6:30 pm for a public hearing on the Budget & Appropriations Ordinance. The motion passed with all Trustees present voting 'yes.'
- d. Vice President Schultz moved/Trustee Reeder seconded opening a secondary General Fund account at Shorewood Bank and Trust in a Max Safe account to take advantage of interest rates; signers to follow routine check signing procedures. Two signatures will be required; the President, Treasurer, and the Director will be designated signers. A roll call was taken, and the motion passed with all Trustees present voting 'yes.'
- e. Vice President Schultz moved/Trustee Reeder seconded to fund the secondary General Fund with \$150,000. A roll call was taken, and the motion passed with all Trustees present voting 'yes.'

- f. President Novinski appointed Tracy Caswell and Krysten McGee to an ad-hoc Personnel Committee to review and create a new Director Evaluation.
- g. Vice President Schultz moved/Trustee Reeder seconded the submission of the Illinois Public Library Annual Report to the Illinois State Library, pending Secretary's minutes' audit. The motion passed with all Trustees present voting 'yes.'

OTHER BUSINESS:

- a. Friends of the Library are putting together a cookbook and need recipes. Trustee Caswell asked each board member to submit a recipe.
- b. Library will be closed for Staff Training Day on Friday, August 4th.
- c. Friends of the Library will attend the Crossroads Vendor Fair on Saturday, August 5th.
- d. Next Decennial Committee meeting will be August 10th at 6:30 p.m.

Trustee Caswell moved/Treasurer Stahl seconded for the meeting to adjourn at 7:44 p.m. with all members present voting 'yes.'

Respectfully submitted,
Cindy Norman, Finance Clerk