

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 23, 2019**

MEMBERS PRESENT

Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo

MEMBERS ABSENT

Catherine Hannon, Barbara Rose Whalen, Nancy Coughlin

LIBRARY STAFF PRESENT

Richard Wolff, Administrator
Lynette Williams, Business Office Manager -Benefits
Coordinator

GUEST PRESENT

A.J. Buttala and Aidan Leistra, YAC representatives

CALL TO ORDER

The meeting of the Tinley Park Public Library Board of Trustees was called to order at 7:00 p.m.

ROLL CALL

Roll call was taken. President Hannon, Trustee Whalen, and Trustee Coughlin were absent.

APPROVAL OF MINUTES

Action Item #1 Approval of the December 5, 2018 Minutes

Trustee Meyers motioned to approve the regular minutes of the December 5, 2018 Tinley Park Public Library Board of Trustees meeting. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

Correspondence was noted.

FINANCIAL REPORT

Action Item #1 Approval of the November 2018 Financial Report

The Library Board reviewed the November 2018 Financial Report. Trustee Meyers motioned to approve the report as submitted. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #2 Approval of Bills List

A number of questions were asked relating to specific purchase made during the time period covered under the bills list. Administrator Wolff answered the questions.

Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: November 30, 2018 thru January 14, 2019 in the dollar amount of **\$625,562.93**. Trustee Meyers seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Informational Item #1 FY2018/2019 Year End Estimates

The FY2018/2019 Year End Estimates were noted.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. January 2019

The Administrator's report was noted. Administrator Wolff stated to the Board of Trustees, Zach Musil has been offered and accepted the Assistant Administrator position and will be starting in March. The Bookmobile is scheduled to be delivered at the end of January. Trustee Meyers suggested the library look into some type of celebration for the arrival of the new bookmobile. Administrator Wolff shared there will be an event in April.

Informational Item #2 November 2018 Statistics

The November 2018 Statistics report was noted. Trustee Miller noted the audio books numbers were lower in both November and December

Informational Item #2 December 2018 Statistics

The December 2018 Statistics report was noted.

Informational Item #3 Orland Hills Board Meeting

No report.

Informational Item #4 Staff Updates

Staff updates were noted.

Informational Item #5 Building and Grounds

Administrator Wolff shared with the Board of Trustees maintenance was performed on one of the HVAC pumps.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted.

NEW BUSINESS

Action Item #1: Deaccession of Library Equipment

Administrator Wolff stated the equipment was the old microphone system.

Trustee Hess-Wojcik motioned to approve the Deaccession of Library Equipment. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Action Item #2: Approval of Committee of the Whole Meeting – 6:00 p.m. – 7:00 p.m. 2/27/19

Trustee Adaranijo motioned the approval of the Committee of the Whole Meeting – 6:00 p.m. – 7:00 p.m. 2/27/19. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Action Item #3: Approval of Changing the March 27, 2019 meeting the March 20, 2019 at 7:00 p.m.

Trustee Meyers motioned the approval of changing the March 27, 2019 meeting to March 20, 2019 at 7:00 p.m. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Information Item #1: Youth Advisory Council Report

A.J. Buttala and Aidan Leistra, YAC representatives gave their report. Aidan shared with the Board of Trustees the events that took place at the Lock-In event that was recently held. Aidan also shared with the Board of Trustees what the YAC group did at their last meeting. A.J. shared with the Board of Trustees about an Escape Room event they did. He also shared information about Mission Improvable. Robin Hood will be the next Fairy Tale Theater.

Information Item #2: Friends of the Library Report

Friends of the Library report was noted. Administrative Wolff shared with the Board of Trustees Bette Evans, President of the Friends, husband recently passed away. The Friends Board is undergoing new transitions.

Information Item #3: December 2018 Departmental Reports

December 2018 Departmental Reports were noted.

Information Item #4: January 2019 Departmental Reports

January 2019 Departmental Reports were noted.

Information Item #5: December 2018/ January 2019 Program Publicity Reports.

December 2018/January 2019 Program Publicity Reports were noted.

Information Item #6: TPPL Audit for the Year Ended April 30, 2018.

TPPL Audit for the Year Ended April 30, 2018 was noted. Administrator Wolff shared that each entity needs to have its own audit. Signing off timecards was addressed. This issue has been resolved with the move to a new time keeping system.

New Business

Trustee Meyers shared with the Board of Trustees a brochure regarding Dolly Parton's Imagination Library. Trustee Meyers would like the library to look more into this. Administrator Wolff stated Sarah Schroeder will be introduced at next month's Board meeting. A member from the Lion's Club may attend the Board meeting next month.

Old Business

No report.

Presidents Report

No report

Executive Session

No Executive Session.

Adjournment

Trustee Meyers motioned to adjourn the meeting at 7:37 p.m. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President