

**AMENDED**

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 27, 2019**

**MEMBERS PRESENT**

Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo

**LIBRARY STAFF PRESENT**

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

**GUEST PRESENT**

Brendan McCormick and Fran Pudlewski, members of Kiwanis International Club

**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.

**APPROVAL OF MINUTES**

**Action Item #1 Approval of the January 23, 2019 Minutes**

Trustee Hess-Wojcik motioned to approve the regular minutes of the January 23, 2019 Tinley Park Public Library Board of Trustees meeting. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

**CORRESPONDENCE**

Correspondence was noted. Trustee Meyers asked if the thank you messages received can be posted for the public to view. Administrator Wolff confirmed that they would be posted.

**FINANCIAL REPORT**

**Action Item #1 Approval of the January 2019 Financial Report**

The Library Board reviewed the January 2019 Financial Report. Trustee Meyers motioned to approve the report as submitted. Trustee Miller seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

## Action Item #2 Approval of Bills List

Trustee Miller questioned how often chair yoga is offered at the library. Currently the program is offered twice a month. Discussion took place with the Board of Trustees regarding the Chair Yoga program at the library. Board agreed they would like more data regarding the attendance of the program. It was agreed that further discussion regarding the chair yoga program would take place at the March 20, 2019 Board meeting. Trustee Miller asked about the purchase of plexi glass covers. Administrator Wolff stated the covers were for the magazine racks on the first floor of the library.

Trustee Miller motioned to approve the bills list for the dates and amounts as follows: January 18, 2019 thru February 15, 2019 in the dollar amount of **\$334,479.75**. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

## **ADMINISTRATOR'S REPORT**

### Informational Item #1 Administrator's Report. February 2019

The Administrator's report was noted.

### Informational Item #2 January 2019 Statistics

The January 2019 Statistics report was noted.

### Informational Item #3 Orland Hills Board Meeting

No report.

### Informational Item #4 Staff Updates

Staff updates were noted. Carol Soprych the part-time Circulation Clerk has resigned.

### Informational Item #5 Building and Grounds

Administrator Wolff shared with the Board of Trustees the garage door needs repair. The new bookmobile has arrived.

### Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Administrator Wolff shared with the Board of Trustees possible plans to share the cost for the purchase of new demographic software between the Village and the library. Discussion took place with the Board of Trustees regarding the demographic software and how it will be used.

## **NEW BUSINESS**

### **Information Item #1: Sarah Schroeder, New Marketing and Public Relations Manager**

Sarah Schroeder, Marketing and Public Relations Manager introduced herself to the Board of Trustees. Sarah shared her ideas of what she would like to bring to the public relations department, as well as her goals and vision for moving the library forward in its marketing efforts. Discussion took place regarding a booklet Sarah put together and shared with the Board of Trustees.

### **Information Item #2: Youth Advisory Council Report**

No report.

### **Information Item #3: Friends of the Library Report**

Friends of the Library report was noted.

### **Information Item #4: February 2019 Departmental Reports**

February 2019 Departmental Reports were noted.

### **Information Item #5: February 2019 Program Publicity Reports.**

February 2019 Program Publicity Reports were noted.

### **Information Item #6: Assistant Administrator's Report**

No report.

## **Old Business**

No report.

## **Presidents Report**

President Hannon shared with the Board of Trustees that she emailed the template for Administrator Wolff's evaluation to them.

## **Guests**

Brendan McCormick gave a presentation to the Board of Trustees. Brendan is a part of the Kiwanis International Club. He shared with the Board of Trustees how this organization helps children. He is asking to partner with the Tinley Park Public Library. Discussion took place with the Board of Trustees regarding more about who the Kiwanis International Club is. Trustee Meyers stated he would like to have this added to the agenda for next month's Board meeting.

**Executive Session**

No Executive Session.

**Adjournment**

Trustee Whalen motioned to adjourn the meeting at 7:41 p.m. Trustee Adaranijo seconded.  
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President