

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 20, 2019**

MEMBERS PRESENT

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

MEMBERS ABSENT

Barbara Rose Whalen

LIBRARY STAFF PRESENT

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

GUEST PRESENT

Erik Kivi, Tinley Park resident
Don Sachnoff, Tinley Park resident

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. Trustee Whalen was absent. Trustee Meyers arrived at 7:16 p.m.

EXECUTIVE SESSION

A motion was made by Trustee Miller to go into Executive Session at 7:01 a.m. Trustee Adaranijo second. Ayes: All. Nays: None. Motion carried.

A motion was made by Trustee Adaranijo at 7:31 p.m. to reconvene the regular Board meeting from Executive Session. Trustee Miller second. Ayes: All. Nays: None. Motion carried.

APPROVAL OF MINUTES

Action Item #1 Approval of the February 27, 2019 Minutes

Trustee Meyers motioned to approve the regular minutes of the February 27, 2019 Tinley Park Public Library Board of Trustees meeting as amended. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Action Item #2 Approval of the February 27, 2019 Committee of the Whole Minutes

Trustee Hess-Wojcik motioned to approve the February 27, 2019 Committee of the Whole Minutes. Trustee Meyers seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

No report.

FINANCIAL REPORT

Action Item #1 Approval of the February 2019 Financial Report

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

Trustee Hess-Wojcik commented on revenue from fines. Administrator Wolff stated the numbers are automated and correct. They are below last year's numbers.

Action Item #2 Approval of Bills List

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

Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: February 22, 2019 thru March 10, 2019 in the dollar amount of **\$213,340.00**. Trustee Miller seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #3 Approval of the FY2017/2018 Budget in the Dollar Amount of \$6,028,771.00

Trustee Meyers stated a correction from FY2017/2018 Budget in the Dollar Amount of \$6,028,771.00 to read FY2019/2020.

Trustee Meyers motioned to approve the FY2019/2020 Budget in the Dollar Amount of \$6,028,771.00. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #4 Approval of Staff Compensation Merit Increase for FY2019/2020

Trustee Adaranijo motioned to approve the Staff Compensation Merit Increase for FY2019/2020 as follows:

Requires Improvement	0 %
Solid	2.25 %
Exceeds	3.0 %

Employees over their salary maximum are not eligible for a pay raise. A lump sum bonus of 2 % was recommended. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #5 Approval of Library Administrator Compensation Merit Increase for FY2019/2020

Trustee Hess-Wojcik motioned to approve the Library Administrator Compensation Merit Increase of 2.25% for FY2019/2020. Trustee Miller seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. March 2019

The Administrator's report was noted.

Informational Item #2 February 2019 Statistics

The February 2019 Statistics report was noted.

Informational Item #3 Orland Hills Board Meeting

No report.

Informational Item #4 Staff Updates

No report.

Informational Item #5 Building and Grounds

Administrator Wolff shared with the Board of Trustees the chiller pump has been replaced.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted.

NEW BUSINESS

Action Item #1: Approval of Resolution Authorizing Library Board Meeting Dates for FY2019/2020

Trustee Meyers motioned to approve the Resolution Authorizing Library Board Meeting Dates for FY2019/2020. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Information Item #1 Youth Advisory Council Report

Youth Advisory Council Report report was noted.

Information Item #2: Friends of the Library Report

No report.

Informational Item #3 March 2019 Departmental Reports

The Departmental Reports was noted.

Informational Item #4 March 2019 Publicity Reports

The Publicity Reports was noted.

Informational Item #5 Assistant Administrator's Report. March 2019

No report. Board of Trustees welcomed Zach as the new Assistant Administrator.

Old Business

Discussion Item #1. Programming

Programming was noted. Discussion took place with the Board of Trustees regarding data provided for program attendance. Suggestions for additional data were addressed. It was also noted how the Board would like the data displayed for future reference. The Board of Trustees tabled discussion until June's Board meeting.

Discussion Item #2. Donation Site Request

President Hannon stated a guest appeared a last month's meeting from the Kiwanis Club. Assistant Administrator Musil shared with the Board of Trustees his experience with the Kiwanis Club. The Board of Trustees tabled discussion until June's Board meeting.

Don Sachoff, resident of Tinley Park and a library patron addressed the slow speeds of the patron computer systems here at the library and his frustration with this matter. Administrator Wolff stated it is a virtual server issue. We have ordered a new license for the virtual server to resolve this issue. It was also addressed that SWAN has been slow too and this is being addressed as well.

Presidents Report

No report

Adjournment

Trustee Miller motioned to adjourn the meeting at 8:33 p.m. Trustee Meyers seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President