

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 22, 2019**

MEMBERS PRESENT

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

MEMBERS ABSENT

Darren Meyers, Richard Wolff, Lynette Williams

LIBRARY STAFF PRESENT

Zach Musil, Assistant Administrator

GUESTS PRESENT

Laura Godette , Village of Tinley Park Deputy Clerk

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. Administrator Wolff , Business Office Manager Williams, and Trustee Meyers were absent.

INTRODUCTION OF GUESTS

Laura Godette , Village of Tinley Park Deputy Clerk

SWEARING IN OF ELECTED LIBRARY BOARD TRUSTEES

Laura Godette swore in Trustees Bradley Daniels, Patricia Adaranijo, and Gina Miller.

ELECTION OF BOARD OFFICERS

Action Item #1 Election of Board Officers

Trustee Whalen nominated the current officers as a slate. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried. Current Board Officers retained: President - Catherine Hannon; Vice-President - Gina Miller; Treasurer – Darren Meyers; Secretary – Laura Hess-Wojcik.

APPROVAL OF MINUTES

Action Item #1 Approval of the April 24, 2019 Minutes

Trustee Miller motioned to approve the regular minutes of the April 24, 2019 Tinley Park Public Library Board of Trustees meeting. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

Correspondence was noted. The Tinley Park Fire Department thanked the library for the donation of the old Bookmobile, which will be used in training. Assistant Administrator Musil stated that payment from the Orland Hill Library District has been received.

FINANCIAL REPORT

Action Item #1 Approval of the April 2019 Financial Report

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

Action Item #2 Approval of Bills List

Trustee Miller questioned the Annual Accounting Charge of \$12,000 from the Village of Tinley Park. A separate Audit Fee of \$6,700 was also charged by the Village. The Library currently receives accounting services under the umbrella of the Village's accounting contract. The Board would like to know what percentage of the overall Village accounting costs are being billed back to the Library, and what does this fee cover. Assistant Administrator Musil will follow up and bring additional information to the June meeting.

Trustee Miller questioned the bill for Bookmobile maintenance on the new bookmobile. Per Assistant Administrator Musil, it was for the installation of mud flaps and other prep work. The Board also expressed interest in seeing the Bookmobile routes. They are posted on the Library's website. The schedules and route map posted here <https://www.tplibrary.org/services/outreach-services>

Trustee Miller motioned to approve the bills list for the dates and amounts as follows: April 18, 2019 thru May 13, 2019 in the dollar amount of **\$341,583.75**. Trustee Whalen seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Barbara Rose Whalen, Bradley Daniels. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. May 2019

The Administrator's report was noted.

Informational Item #2 April 2019 Statistics

The April 2019 Statistics report was noted.

Informational Item #3 Orland Hills Board Meeting

No report.

Informational Item #4 Staff Updates

Deb Way / PT Circulation Clerk has resigned.
Sarah Krause has accepted the position of PT Circulation Clerk.
Shannon Leyva has accepted the position of PT Circulation Clerk.

Informational Item #5 Building and Grounds

Assistant Administrator Musil noted that the fountain has been turned on for the season.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Assistant Administrator Musil showed the Board a draft of the commercial that will play at Marcus Theaters.

NEW BUSINESS

Action Item #1: Approval of the Photography and Video Policy

Trustee Whalen motioned to approve the Photography and Video Policy. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Action Item #2: Approval of the Programming and Outreach Manager Job Description

Trustee Miller asked if there were any changes from the previous job description. Assistant Administrator explained that retirement of the current Outreach Manager provided an opportunity to review the position and update it as necessary. They looked at what other libraries were doing and analyzed TPPL's current organization. As a result, Adult Programming was rolled into the new job description. Trustee Miller motioned to approve the revised job description for the Programming and Outreach Manager position. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Action Item #3: Deaccession of Library Equipment

Trustee Whalen motioned to approve deaccession of one (1) iPad Air and fourteen (14) Staff Lounge Chairs from the old library. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Barbara Rose Whalen, Bradley Daniels. Nays: None. Motion carried.

Information Item #1 Youth Advisory Council Report

A YAC representative was not at the meeting, however the council did send a report: YAC discussed upcoming summer programs and prepared for June meeting. Kerry Reed, Youth Services manager, will be coming to the meeting to talk with the teens. YAC also gave feedback to the Marketing Department about signage. This year's Fairy Tale Theater production is Robin Hood. There are currently 27 actors and 3 crew members.

Information Item #2: Friends of the Library Report

Friends of the Library Report was noted.

Informational Item #3 May 2019 Departmental Reports

The Departmental Reports were noted.

Informational Item #4 May 2019 Publicity Reports

Compliments from the Board on the Publicity Reports.

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

The Assistant Administrator's Report was noted.

Old Business

No report.

Presidents Report

No report

Executive Session

No report

Adjournment

Trustee Whalen motioned to adjourn the meeting at 7:21 p.m. Trustee Hess-Wojcik seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President