

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 26, 2019**

MEMBERS PRESENT

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

MEMBERS ABSENT

Brad Daniels

LIBRARY STAFF PRESENT

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

GUEST PRESENT

AJ Buttala and Carra Molinare, 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. Trustee Daniels was absent.

APPROVAL OF MINUTES

Action Item #1 Approval of the May 22, 2019 Minutes

Trustee Adaranijo motioned to approve the regular minutes of the May 22, 2019 Tinley Park Public Library Board of Trustees meeting. Trustee Meyers seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

CORRESPONDENCE

No report.

FINANCIAL REPORT

Action Item #1 Approval of the May 2019 Financial Report

The Library Board reviewed the May 2019 Financial Report. Trustee Hess-Wojcik 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

Administrator Wolff shared with the Board of Trustees the library's budget is currently 3% under. The start of each new fiscal period is typically hit heavy with the renewal of electronic databases.

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 Meyers motioned to approve the bills list for the dates and amounts as follows: May 14, 2019 thru June 21, 2019 in the dollar amount of **\$592,816.54**. 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.

Informational Item #1 Accounting Costs

Accounting costs memo was noted.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. June 2019

The Administrator's report was noted.

Informational Item #2 May 2019 Statistics

The May 2019 Statistics report was noted.

Informational Item #3 Orland Hills Board Meeting

No report.

Informational Item #4 Staff Updates

Staff updates were noted. Full-time Circulation Assistant, Mary Tyrus has submitted her letter of retirement after 26 years of service with the library.

Informational Item #5 Building and Grounds

No report.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Administrator Wolff shared with the Board of Trustees a copy of the booklet new library card holders will receive. President Hannon suggested mailing these out. Discussion took place. Administrator Wolff will look into both the printing and postage costs.

Trustee Miller commented regarding the bookmobile routes and questioned about some of the non-covered areas. Discussion took place. Administrator Wolff shared with the Board of Trustees a new Programming and Outreach manager been hired and she may restructure these routes. President Hannon suggested a map of the bookmobile routes be available. Administrator Wolff confirmed a map is

included in our newsletter. Assistant Administrator Musil displayed the routes for the bookmobile on the video screen.

Administrator Wolff shared with the Board of Trustees that administrative staff are conducting a sign audit within the library. Assistant Administrator Musil and Marketing and Public Relations Manager, Sarah Schroeder are working on this. The purpose of this project is to consolidate the signage in the library.

Assistant Administrator Musil explained to the Board of Trustees he is working on a patron/community survey for the library. He shared his previous experience with completing one of these surveys. Assistant Administrator Musil is working with Monica from HR Source to create this survey.

NEW BUSINESS

Action Item #1: Review and Approval of Closed Session Minutes

Trustee Hess-Wojcik motioned to approve opening the minutes from the following dates: March 20, 2019 and keep the remaining dates closed: January 25, 2012, December 7, 2011, February 23, 2011, January 26, 2011, October 27, 2010, April 28, 2010, June 24, 2009, June 27, 2007, March 29, 2006, February 22, 2006 and October 26, 2005. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Action Item #2: Approval of 2020 Library Holiday Schedule

Board of Trustees held a discussion regarding the closure of the library on Mother's Day. The Board agreed to amend the 2020 Library Holiday Schedule to include the library will be closed on Father's Day. President Hannon suggested to add the holiday closure dates on the library welcome booklet for patrons.

President Hannon motioned to approve the 2020 Library Holiday Schedule as amended to include off on Father's Day. Trustee Meyers seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried

Information Item #1: Friends of the Library Report

No report.

Informational Item #3 June 2019 Departmental Reports

The Departmental Reports was noted.

Informational Item #3 June 2019 Publicity Reports

The Publicity Reports was noted.

Informational Item #4 Assistant Administrator's Report. June 2019

The Assistant Administrator's Report was noted.

Information Item #5 Youth Advisory Council Report

YAC representative, AJ and Carra gave their report. They shared with the Board of Trustees they spoke with Youth Services Manager, Kerry Reed regarding what they like most about the Youth Advisory Club. They spoke about Fairy Tale Theater and informed the Board that tickets will go on sale July 1, 2019. Lastly, they shared about the several programs being held this month.

Old Business

Discussion Item 1 Programming

Discussion took place regarding the programming charts that were distributed to the Board of Trustees. Marketing and Adult Programmer Coordinator, Wendy Babjak and the new Programming and Outreach Manger will be working together to bring new ideas to the library. It was suggested to have one daytime and one evening chair yoga event each month and to market this for all ages.

Presidents Report

No report

Executive Session

No report

Adjournment

Trustee Hess-Wojcik motioned to adjourn the meeting at 7:45 p.m. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President