

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 24, 2019**

MEMBERS PRESENT

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

MEMBERS ABSENT

Barbara Rose Whalen

LIBRARY STAFF PRESENT

Richard Wolff, Administrator
Zach Musil, Assistant Administrator
Lynette Williams, Business Office Manager -Benefits Coordinator
Sarah Schroeder, Marketing and Public Relations Manager
Kevin Palys, Graphics Designer

GUEST PRESENT

AJ Buttala, 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 Whalen was absent.

APPROVAL OF MINUTES

Action Item #1 Approval of the June 26, 2019 Minutes

Trustee Meyers motioned to approve the regular minutes of the June 26, 2019 Tinley Park Public Library Board of Trustees meeting. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

No report.

FINANCIAL REPORT

Action Item #1 Approval of the June 2019 Financial Report

The Library Board reviewed the June 2019 Financial Report. Administrator Wolff stated the budget is right on target. 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, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

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 Miller motioned to approve the bills list for the dates and amounts as follows: June 21, 2019 thru July 16, 2019 in the dollar amount of **\$281,396.20**. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. July 2019

The Administrator's report was noted. Trustee Adaranijo asked about the upcoming 2020 Census webinar he attended. Administrator Wolff stated the webinar addressed the importance of the Census and the process.

Informational Item #2 June 2019 Statistics

The June 2019 Statistics report was noted. Trustee Daniels asked if there is a percentage change that is watched for. Administrator Wolff stated an example would be addressed if the library saw a dramatic decrease in material circulation. Trustee Meyers noted the study room data was missing from the report. Administrator Wolff stated he will remedy this correction.

Informational Item #3 Orland Hills Board Meeting

No report. Administrator Wolff stated to the Board of Trustees he is preparing the District's annual report.

Informational Item #4 Staff Updates

Staff updates were noted. Administrator Wolff stated Pam Zukoski was hired as the new Programming and Outreach Manager.

Informational Item #5 Building and Grounds

Administrator Wolff shared with the Board of Trustees that the bookmobile required a repair to its steps that was covered under the warranty. The library will need to replace the eight (8) Variable Frequency drives that are running in the library. One of the drives will need to be replaced this fiscal year. The other drives will be replaced in the coming fiscal year. Administrative staff are working with staff from Dewberry on this project. Assistant Administrator Musil has been working with ComEd on an energy audit of the library. The Board of Trustees stated they would like to be kept up-to-date on the project. Trustee Meyers commented on the work that has been taking place on the prairie restoration.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Administrator Wolff shared with the Board of Trustees he is working with Mitch Murdock of Site to replace the front entrance pavers. The library is looking into replacing the rubber treads of the main stairwell, to stay within ADA code.

NEW BUSINESS

Action Item #1: Approval of the Assistant Circulation Services Manager Job Description

Trustee Meyers motioned to approve the Assistant Circulation Services Manager job description. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Information Item #1: Friends of the Library Report

No report. Next meeting will be held in September.

Informational Item #3 July 2019 Departmental Reports

The Departmental Reports was noted. Trustee Adaranijo asked about the Youth Services volunteers. Administrator Wolff stated the volunteers are local high school students fulfilling community service hours for their high schools.

Informational Item #3 July 2019 Publicity Reports

The Publicity Reports was noted.

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

The Assistant Administrator's Report was noted.

Information Item #5 Youth Advisory Council Report

AJ gave his report. He shared information from their last YAC meeting. They are deciding on themes for the next lock-in event. He shared with the Board of Trustees what the kids do during the lock-in events. The grade school kids stay until midnight and the high school teens stay the full night. He shared information about what they will be doing at the next YAC meeting. AJ shared they had the Fairy Tale Theatre and all four shows were sold out. They received a lot of positive feedback from the show. There are 410 teens participating in the summer reading program. AJ shared about the various programs the YAC group is doing. Administrator Wolff shared a letter from a patron regarding the Fairy Tale Theatre.

Informational Item #6 Sarah Schroeder, Marketing and Public Relations Manager, Library Newsletter Enhancement.

Sarah and Kevin gave their report regarding updates within the Marketing department. They both addressed recent updates to the library's newsletters and highlighted the changes to the Board of Trustees. The cost for the mailing of the new Library Guide to the community was discussed. It was agreed to proceed with the mailing. Discussion took place in regards to the publications that were presented. President Hannon shared she would like the Board members to be listed on the Library Guide.

Old Business

No report.

Presidents Report

No report.

Executive Session

No report

Adjournment

Trustee Miller motioned to adjourn the meeting at 7:57 p.m. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President