

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 28, 2019**

**MEMBERS PRESENT**

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

**LIBRARY STAFF PRESENT**

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

**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.

**INTRODUCTION OF GUEST/AUDIENCE TO VISITORS**

Administrator Wolff and Assistant Administrator Musil updated the Board of Trustees regarding the Partners in Crime group and its future here at the library.

**APPROVAL OF MINUTES**

**Action Item #1 Approval of the July 24, 2019 Minutes**

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

**CORRESPONDENCE**

No report.

**FINANCIAL REPORT**

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

The Library Board reviewed the July 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, Darren Meyers, Barbara Rose Whale, 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: July 17, 2019 thru August 20, 2019 in the dollar amount of **\$341,364.19**. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

## **ADMINISTRATOR'S REPORT**

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

The Administrator's report was noted.

### Informational Item #2 July 2019 Statistics

The July 2019 Statistics report was noted. Trustee Daniels noted the increase with Video and DVD's statistics. Administrator Wolff shared the increase could be a result from a number of factors.

### Informational Item #3 Orland Hills Board Meeting

No report.

### Informational Item #4 Staff Updates

Staff updates were noted.

### Informational Item #5 Building and Grounds

The Buildings and Grounds report was noted. Administrator Wolff shared with the Board of Trustees the upcoming projects for the library. He also shared the project for the replacement of the front entrance pavers will be going out for bid soon. Administrator Wolff shared the timeline of the project with the Board of Trustees. Trustee Daniels inquired about Dewberry Architects Inc. Administrator Wolff explained the working relationship between Dewberry Architects and the library.

### Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Administrator Wolff asked the Board of Trustees for input on the report submitted. Trustee Meyers asked for more elaboration regarding the joint programming initiative between the Park District and the Library. Discussion took place and the joint programming was addressed.

## NEW BUSINESS

### Action Item #1: Deaccession of Library Equipment

Administrator Wolff stated the equipment is from the old library. Trustee Whalen motioned to approve the Deaccession of Library Equipment. Trustee Meyers seconded. Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

### Action Item #2: Approval of the Digital Content Coordinator Job Description

Trustee Hess-Wojcik questioned one of the necessary abilities listed on the job description. Administrator Wolff stated he will look further into this matter. Approval of the Digital Content Coordinator Job Description is tabled until next month's Board meeting.

### Action Item #3: Approval of Changes to the Circulation Policy

Trustee Miller asked about the difference in change. Assistant Administrator Musil stated to the Board of Trustees a new law has passed which generated these changes. Trustee Hess-Wojcik motioned to approve the Changes to the Circulation Policy. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

### Information Item #1: Friends of the Library Report

No report. Next meeting will be held on September 3rd.

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

AJ gave his report. He shared Sarah Schroeder, Marketing and Public Relations Manager and Assistant Administrator Musil both spoke to the teens for input regarding signage in the library and how they use the library. AJ shared about the Escape Room program and how well it went. The YAC group recently had the Lock-In event. The theme for the Lock-In was a murder mystery. AJ shared the various games that were played during the Lock-In. Lastly, AJ shared with the Board of Trustees about the Mod Podge and the nice turnout they had with this program.

### Informational Item #3 August 2019 Departmental Reports

The Departmental Reports was noted. Trustee Meyers shared he is interested in more information from Programming and Outreach Services regarding the Bookmobile and Outreach Networking Group mini conference. Administrator Wolff stated he will gather more information from this event. President Hannon asked about the local outreach visits with the bookmobile. Administrator Wolff stated these visits are more story time presentations inside the facilities rather than visits on the bookmobile.

### Informational Item #4 August 2019 Publicity Reports

The August 2019 Publicity Reports were noted.

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

The Assistant Administrator's Report was noted. Assistant Administrator answered questions regarding the small study rooms and the Com Ed project.

**Old Business**

No report.

**Presidents Report**

No report.

**Executive Session**

No report

**Adjournment**

Trustee Whalen motioned to adjourn the meeting at 7:44 p.m. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President