

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 25, 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 representative

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.

APPROVAL OF MINUTES

Action Item #1 Approval of the August 28, 2019 Minutes

Trustee Whalen motioned to approve the regular minutes of the August 28, 2019 Tinley Park Public Library Board of Trustees meeting. Trustee Meyers seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

Correspondence was noted.

FINANCIAL REPORT

Action Item #1 Approval of the August 2019 Financial Report

Administrator Wolff shared with the Board of Trustees the Per Capita Grant money has been received. Trustee Adaranijo asked about the donation line. Administrator Wolff stated this line represents all of the miscellaneous monetary donations the library has received during the current fiscal year. Administrator Wolff shared with the Board of Trustees the library will be receiving a monetary donation from Martin Whalen for old copiers that have been recently upgraded and replaced.

The Library Board reviewed the August 2019 Financial Report. Trustee Whalen motioned to approve the report as submitted. Trustee Meyers 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

Questions were asked relating to specific purchases made during the time period covered under the bills list. Administrator Wolff answered all questions. Trustee Meyers asked if statistics were available on Mango Language. Assistant Administrator Musil shared the statistics. Trustee Miller suggested having a program to introduce this software. Administrator Wolff stated he will address this with the Learning & Technical Service Coordinator, Graham Dostal. Assistant Administrator Musil also shared with the Board of Trustees that we are no longer offering the electronic database Learning Express.

Trustee Adaranijo motioned to approve the bills list for the dates and amounts as follows: August 12, 2019 thru September 13, 2019 as well as the inclusive date of July 25, 2019 in the dollar amount of **\$275,304.11**. 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. September 2019

The Administrator's report was noted.

Informational Item #2 August 2019 Statistics

The August 2019 Statistics report was noted.

Informational Item #3 Orland Hills Board Meeting

Administrator Wolff shared with the Board of Trustees the annual report has been completed and their Per Capita Grant money has been received.

Informational Item #4 Staff Updates

Staff updates were noted. Interviews took place and a candidate for the shelver position has been selected.

Informational Item #5 Building and Grounds

The Buildings and Grounds report was noted. Administrator Wolff shared with the Board of Trustees the water heater needs repair. Looking into whether it is best to fix or replace. Assistant Administrator Musil updated the Board of Trustees regarding the energy audit of the library with Com Ed. He shared new lights have been installed by the staff entrance doors and next will be the parking lot lighting. Administrator Wolff stated that vandalism occurred in the boys' public bathroom and repairs have been done.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Administrator Wolff expressed his appreciation for all of Assistant Administrator Musil's work thus far.

NEW BUSINESS

Action Item #1: Rejection of Bids for the TPPL Entry Plaza Paving Project

Trustee Whalen motioned the Rejection of Bids for the TPPL Entry Plaza Paving Project. Trustee Miller seconded. Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Information Item #1: Friends of the Library Report. September 2019

Administrator Wolff shared with the Board of Trustees the new direction of the Friends of the Library. Discussion took place among the Board members suggesting ways to help promote the Friends of the Library and their mission. A question was asked if the library holds any events that include the Friends members with staff and the Board of Trustees. Administrator Wolff stated that library hosts a Friends' luncheon in December to thank them for their help. Invitations will be provided to the Library Board.

Information Item #2: Youth Advisory Council Report

AJ gave his report. He shared at the last YAC meeting they held elections. He shared Ms. Lowe has been visiting local schools and sharing information about the library. Ms. Lowe is also a member of the Andrew High School Book Club and will also be visiting there soon.

Informational Item #3 September 2019 Departmental Reports

The Departmental Reports was noted.

Informational Item #4 September 2019 Publicity Reports

The September 2019 Publicity Reports were noted.

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

The Assistant Administrator's Report was noted.

Old Business

Action Item #1 Approval of the Digital Content Coordinator Job Description.

Trustee Meyers motioned the Approval of the Digital Content Coordinator Job Description. Trustee Whalen seconded. Ayes: Catherine Hannon, Gina Miller, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: Laura Hess-Wojcik. Motion carried.

Presidents Report

President Hannon shared she will not be in attendance at the October meeting. Reminder, the staff holiday party will be held on Sunday, December 8th at Cooper's Hawk at 6 p.m.

Executive Session

No report

Adjournment

Trustee Whalen motioned to adjourn the meeting at 7:42 p.m. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President