

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 23, 2019**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Catherine Hannon

**LIBRARY STAFF PRESENT**

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

**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. President Hannon was absent.

**APPROVAL OF MINUTES**

**Action Item #1 Approval of the September 25, 2019 Minutes**

Trustee Whalen motioned to approve the regular minutes of the September 25, 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 September 2019 Financial Report**

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

## Action Item #2 Approval of Bills List

Trustee Hess-Wojcik inquired about a payment to the Illinois State Treasurer. Administrator Wolff stated property that is unclaimed after a certain amount of time is turned over to the Illinois State Treasurer's office. This was for un-cashed checks from the library. Trustee Miller asked how the budget amounts are determined for book purchases. Administrator Wolff stated the collection is about 12% of the budget and has stayed consistent over the years.

Trustee Whalen motioned to approve the bills list for the dates and amounts as follows: September 16, 2019 thru October 9, 2019 in the dollar amount of **\$321,276.27**. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: 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. October 2019

The Administrator's report was noted. Trustee Hess-Wojcik asked about the meeting with Gallagher Bassett to conduct a new library inventory. Administrator Wolff stated that the library updates it appraisal each year for both insurance and State reporting requirements. Trustee Daniels asked about the movie license purchase. Assistant Administrator Musil stated the library pays for two separate movie license which enables us to show all movies listed on the certificates.

### Informational Item #2 September 2019 Statistics

The September 2019 Statistics report was noted. Administrator Wolff stated new data will be gathered for December's Board meeting.

### Informational Item #3 Orland Hills Board Meeting

Administrator Wolff shared with the Board of Trustees the Per Capita Grant money has been received.

### Informational Item #4 Staff Updates

Staff updates were noted. Administrator Wolff shared with the Board of Trustees that Johanna Frick, part-time Circulation Clerk has submitted her resignation. Kristine Carroll has accepted the position of part-time Circulation Clerk.

### Informational Item #5 Building and Grounds

The Buildings and Grounds report was noted. Administrator Wolff shared with the Board of Trustees the water heater has been replaced and installed. Flooring in the Graphics Department is almost complete. The installation of new treads on the patron stairway will take place soon.

### Informational Item #6 Library Initiatives

The Library Initiatives report was noted.

## **NEW BUSINESS**

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

Friends of the Library report was noted. Trustee Hess-Wojcik suggested having a plaque placed on items the Friends donate to the library. Trustee Hess-Wojcik inquired about the addition of a concrete gaming table. Administrator Wolff shared the Friends held a discussion at their last meeting regarding the addition of this item near the pavilion.

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

The Youth Advisory Council Report was noted.

### **Informational Item #3 October 2019 Departmental Reports**

The Departmental Reports was noted.

### **Informational Item #4 October 2019 Publicity Reports**

The October 2019 Publicity Reports were noted.

### **Informational Item #4 Assistant Administrator's Report. October 2019**

The Assistant Administrator's Report was noted. Trustee Adaranijo asked about the Village's participation with the 2020 census. Assistant Administrator stated to the Board of Trustees he attended a meeting at the Village which provided materials about the census and its importance. He also shared the library will be providing a space here at the library to complete the census online.

## **Old Business**

Administrator Wolff stated to the Board of Trustees that traditionally we would have a levy to pass at this month's meeting, but due to delay in its calculation with the Village, a special meeting date will be scheduled in November for this purpose. The levy needs to be passed by December 31, 2019.

## **Presidents Report**

No report.

## **Executive Session**

No report

## **Adjournment**

Trustee Meyers motioned to adjourn the meeting at 7:31 p.m. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President