

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 5, 2019**

MEMBERS PRESENT

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

MEMBERS ABSENT

Darren Meyers, Barbara Rose Whalen

LIBRARY STAFF PRESENT

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

GUEST PRESENT

Ashley Chaveriat, 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. Trustee Meyers and Trustee Whalen were absent.

APPROVAL OF MINUTES

Action Item #1 Approval of the October 23, 2019 Minutes

Trustee Hess-Wojcik motioned to approve the regular minutes of the October 23, 2019 Tinley Park Public Library Board of Trustees meeting. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Action Item #2 Approval of the November 11, 2019 Special Board Meeting Minutes

Trustee Adaranijo motioned to approve the Special Board Meeting minutes of the November 11, 2019 Tinley Park Public Library Board of Trustees meeting. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

No report.

FINANCIAL REPORT

Action Item #1 Approval of the October 2019 Financial Report

Administrator Wolff reiterated the 2019 Tax Levy was passed at the November Special Board Meeting.

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

Action Item #2 Approval of Bills List

Trustee Miller asked about Site Design Group, Ltd. Administrator Wolff stated they are a consulting service we use. Assistant Administrator Musil shared with the Board of Trustees an area located at the front entrance by the fountain is being looked at due to concerns with the curb. Trustee Daniels asked about Logical Technical Service's billing. Administrator Wolff stated these charges can flux month to month. A typical billing cycle covers four weeks of service, but four times a year, the billing cycle covers five weeks. Installation charges are not a part of the maintenance fee and are billed separately. Copier lease contract charges were inquired about. Administrator Wolff stated to the Board of Trustees there are three separate contracts for the copiers. The lease for the main copier was recently renewed.

Trustee Miller motioned to approve the bills list for the dates and amounts as follows: October 17, 2019 thru November 22, 2019 in the dollar amount of **\$464,480.86**. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. November 2019

The Administrator's report was noted.

Informational Item #2 October 2019 Statistics

The October 2019 Statistics report was noted.

Informational Item #3 Orland Hills Board Meeting

No report.

Informational Item #4 Staff Updates

No report.

Informational Item #5 Building and Grounds

No report.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Administrator Wolff attended the Library Marketing and Communications Conference with the Marketing and Public Relations staff. He shared with the Board of Trustees the sessions he attended and discussed his biggest takeaways from the conference. Discussion took place. Trustee Daniels asked about Crisis Management. Administrator Wolff stated he is looking into developing a Crisis Management Plan for the library.

NEW BUSINESS

Action Item #1 Review and Approval of Closed Session Minutes

Trustee Daniels motioned keep the following Closed Session Minutes 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 Food for Fines for National Library Week 4/19/20 to 4/25/20

Trustee Adaranijo motioned the Approval for Food for Fines for National Library Week 4/19/20 to 4/25/20. Trustee Daniels seconded. Ayes: All. Nays: None. Motion carried.

Action Item #3 Approval of Revisions to the Section 203.6, Drug Free Workplace Statement of the Employee Personnel Policies and Procedures Handbook. Memo

Trustee Hess-Wojcik motioned the Approval of Revisions to the Section 203.6, Drug Free Workplace Statement of the Employee Personnel Policies and Procedures Handbook. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Action Item #4 Approval of Revisions to Appendix I Tinley Park Library Harassment Policy of the Employee Personnel Policies and Procedures Handbook. Memo.

Trustee Daniels motioned the Approval of Revisions to Appendix I Tinley Park Library Harassment Policy of the Employee Personnel Policies and Procedures Handbook. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Action Item #5 Approval of Revisions to Section 710 Victim's Economic Security and Safety Act (VESSA,) of the Employee Personnel Policies and Procedures Handbook. Memo.

Trustee Adaranijo motioned the Approval of Revisions to Section 710 Victim's Economic Security and Safety Act (VESSA,) of the Employee Personnel Policies and Procedures Handbook. Trustee Daniels seconded. Ayes: All. Nays: None. Motion carried.

Action Item #6 Approval of Staff In-Service Day on 3/27/2020.

Trustee Hess-Wojcik motioned the Approval of Staff In-Service Day on 3/27/2020. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

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

Friends of the Library report was noted.

Information Item #2: Youth Advisory Council Report

Ashley gave her report. She shared at the last YAC meeting the students' brainstormed lock-in themes and activities. She shared about Mission Improvable. Ashley shared that students from Andrew High School were given a tour at the library focusing on ways the library can help them transition into adulthood. Ashley shared the names of other programs that have been held by the YAC group.

Informational Item #3 November 2019 Departmental Reports

The Departmental Reports was noted.

Informational Item #4 November 2019 Publicity Reports

The November 2019 Publicity Reports were noted.

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

The Assistant Administrator's Report was noted.

Informational Item #5 Review of Chapters 11- Appendices of the Trustee Facts File 3rd edition

The Review of Chapters 11- Appendices of the Trustee Facts File 3rd edition was noted.

Old Business

No report.

Presidents Report

President Hannon reminded the Board of Trustees Administrator Wolff's evaluation is coming up in March. President Hannon shared she will not be in attendance at the January Board meeting. The Board agreed to move March's Board meeting date to March 18th at 7:00 p.m.

Executive Session

No report

Adjournment

Trustee Adaranijo motioned to adjourn the meeting at 7:43 p.m. Trustee Daniels seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President