

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 22, 2020**

MEMBERS PRESENT

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

MEMBERS ABSENT

Catherine Hannon, Brad Daniels

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 and Trustee Daniels were absent.

APPROVAL OF MINUTES

Action Item #1 Approval of the December 4, 2019 Minutes

Trustee Hess-Wojcik motioned to approve the regular minutes of the December 4, 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 November 2019 Financial Report

The Library Board reviewed the November 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. Nays: None. Motion carried.

Action Item #1 Approval of the December 2019 Financial Report

The Library Board reviewed the December 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. Nays: None. Motion carried.

Action Item #2 Approval of Bills List

Trustee Hess-Wojcik asked about Gallagher & Bassett and LIRA charges. Administrator Wolff stated these charges are for two separate insurance policies. Administrator Wolff shared the purchasing of Crisis Protection Coverage is also being looked into. Trustee Hess-Wojcik asked about a purchase of book trucks. Administrator Wolff stated these are book carts. Trustee Miller asked about charge from Henricksen & Co. Administrator Wolff shared this was the final payment for work done in the Graphics Department.

Trustee Whalen motioned to approve the bills list for the dates and amounts as follows: November 25, 2019 thru January 10, 2020 in the dollar amount of **\$521,935.49**. Trustee Meyers seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

Informational Item #1 FY2019/2020 Year End Estimates

FY2019/2020 Year End Estimates were noted.

Administrator Wolff stated to the Board of Trustees we will end the year good.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. January 2020

The Administrator's report was noted.

Trustee Adaranijo asked about Patron Point marketing software. Administrator Wolff stated to the Board of Trustees we are currently using Analytics of Demand software and Patron Point is a new software we are looking into. Administrator Wolff shared information about this new software; how it is used, what data is collected and how the information will be used. Discussion took place.

Informational Item #2 November 2019 Statistics

The November 2019 Statistics report was noted.

Informational Item #3 December 2019 Statistics

The December 2019 Statistics report was noted.

Informational Item #4 Orland Hills Board Meeting

No report.

Informational Item #5 Staff Updates

Staff Updates were noted. Administrator Wolff shared Valerie Zulevic has accepted the YS Librarian position. Carol Gianoli has submitted her resignation.

Informational Item #5 Building and Grounds

Administrator Wolff shared Public Works was called regarding the main sanitary line. Issue was addressed and resolved.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted.

Trustee Meyers asked about the patron survey. Assistant Administrator Musil stated HR Source has been working with us on the Community Survey and hope to launch it by March. This is going to be sent to our patrons. Assistant Administration Musil shared information about the purpose of this survey and how the information will be used.

NEW BUSINESS

Action Item #1 Approval of Revisions to Appendix I Tinley Park Library Harassment Policy of the Employee Personnel Policies and Procedures Handbook. Memo

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

Action Item #2 Approval of Resolution No. 2020 R-1 A Resolution of the Board of Library Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, Regarding Sexual Harassment Policy

Trustee Hess-Wojcik motioned the Approval of Resolution No. 2020 R-1 A Resolution of the Board of Library Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, Regarding Sexual Harassment Policy. Trustee Miller second. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

Action Item #3 Approval of Revisions to the Tinley Park Public Library Behavior

Trustee Adaranijo asked about additional topics that may arise under this policy. Discussion took place with Administrator Wolff and the Board of Trustees.

Trustee Whalen motioned the Approval of Revisions to the Tinley Park Public Library Behavior. Trustee Meyers seconded. Ayes: All. Nays: None. Motion carried.

Action Item #4 Deaccession of Library Equipment

Trustee Whalen motioned the Deaccession of Library Equipment. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Action Item #5 Approval of Changing the March 25, 2020 Board meeting to March 18, 2020 at 7:00 p.m.

Trustee Hess-Wojcik motioned the Approval of Changing the March 25, 2020 Board meeting to March 18, 2020 at 7:00 p.m. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Action Item #6 Approval of Committee of the Whole Meeting – 6:00 p.m. – 7:00 p.m. 2/26/2020

Trustee Meyers motioned the Approval of Committee of the Whole Meeting – 6:00 p.m.–7:00 p.m. 2/26/2020. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Information Item #1 Youth Advisory Council Report

The Youth Advisory Council Report was noted.

Information Item #2 Friends of the Library Report. October 2019

Friends of the Library report was noted. The next Friends' meeting will be held in March 2020.

Informational Item #3 December 2019 Departmental Reports

The Departmental Reports was noted.

Informational Item #4 January 2020 Departmental Reports

The January 2020 Departmental Reports were noted.

Trustee Adaranijo asked about teen volunteers. Our teen volunteers are middle school and high school students. Trustee Adaranijo asked about Grants/Special Projects. Administrator Wolff mentioned Adult Services held its first-ever Online Reading Challenge.

Informational Item #5 December 2019/January 2020 Program Publicity Reports

The December 2019/January 2020 Program Publicity Reports were noted.

Informational Item #6 Assistant Administrator's Report. January 2020

The Assistant Administrator's Report was noted.

Trustee Meyers inquired about the first safety committee meeting recently held. Assistant Administrator Musil shared with the Board of Trustees the first meeting focused on which sections of the safety manual need updating. Upcoming meetings will address missing information and creating a plan of action. Administrator Wolff shared information with the Board of Trustees regarding an issue with missing books. Administrator Wolff shared the Code of Ethics filing is coming out soon and to watch for the email. Trustee Adaranijo asked about the new implementation of reserving the study room. Administrator Wolff shared it has been very positive.

Old Business

No report.

Presidents Report

No report.

Executive Session

No report.

Adjournment

Trustee Whalen motioned to adjourn the meeting at 7:54 p.m. Trustee Adaranijo seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President