

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 26, 2020**

MEMBERS PRESENT

Catherine Hannon, Gina Miller, Darren Meyers, Pat Adaranijo,
Brad Daniels

MEMBERS ABSENT

Laura Hess-Wojcik, Barbara Rose Whalen

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. Trustee Hess-Wojcik and Trustee Whalen were absent.

APPROVAL OF MINUTES

Action Item #1 Approval of the January 22, 2020 Minutes

Trustee Daniels shared a correction to the minutes that he was not in attendance at the January 22, 2020 Board meeting.

Trustee Meyers motioned to approve the regular minutes of the January 22, 2020 Tinley Park Public Library Board of Trustees meeting as amended. Trustee Daniels seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

President Hannon shared this was our 3rd year we participated in receiving donations for Comer Children's Hospital.

Correspondence was noted.

FINANCIAL REPORT

Action Item #1 Approval of the January 2020 Financial Report

The Library Board reviewed the January 2020 Financial Report. Trustee Miller motioned to approve the report as submitted. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of Bills List

Trustee Miller asked about the purchase of acrylic covers by Chicago One Stop. Administrator Wolff stated these were for display cases. The cost for appraisal service was inquired about. Assistant Administrator Musil stated we had an onsite property insurance appraisal. This service was provided through Gallagher & Bassett. Information gathered during the appraisal was for the building and contents. A copy of the completed report is received for our files. The Employee Resource System cost was inquired about. This is the Employee Assistance Program (EAP) we offer to staff. We are provided annually a utilization report.

Trustee Meyers motioned to approve the bills list for the dates and amounts as follows: January 13, 2020 thru February 14, 2020 in the dollar amount of **\$437,802.88**. Trustee Daniels seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. February 2020

Trustee Daniels asked if we have a department workflow chart. Administrator Wolff shared we do have this type of chart. Trustee Daniels and Trustee Adaranijo shared they would like a copy. The question was raised if there is a difference between managers and supervisors. Administrator Wolff clarified the difference between these two roles. Trustee Daniels asked about Illinois Library Association (ILA). Administrator Wolff stated ILA is a non-profit organization and explained the services they provide for the library system.

The Administrator's report was noted.

Informational Item #3 January 2020 Statistics

Trustee Meyers shared with the Board of Trustees he would like to schedule a separate meeting to discuss updating our current statistical report. Trustee Adaranijo shared she would like to be present at this meeting. Trustee Daniels asked about the purpose of our statistical report. Administrator Wolff shared this information is used to complete our annual IPLAR report. Questions regarding cardholders and programming were inquired. Administrator Wolff addressed both of these areas and how they are broken down on the report.

The January 2020 Statistics report was noted.

Informational Item #4 Orland Hills Board Meeting

No report.

Informational Item #5 Staff Updates

No report.

Informational Item #5 Building and Grounds

No report.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted.

NEW BUSINESS

Information Item #1 Youth Advisory Council Report

The Youth Advisory Council Report was noted.

Information Item #2 Friends of the Library Report. February 2020

No report. The next Friends' meeting will be held in March 2020.

Informational Item #3 February 2020 Departmental Reports

The Departmental Reports was noted.

Informational Item #5 February 2020 Program Publicity Reports

The February 2020 Program Publicity Reports were noted.

Informational Item #6 Assistant Administrator's Report.

The Assistant Administrator's Report was noted.

Old Business

No report.

Presidents Report

No report.

Executive Session

No report.

Adjournment

Trustee Adaranijo motioned to adjourn the meeting at 7:45 p.m. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President