

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 18, 2020**

MEMBERS PRESENT

Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels

MEMBERS ABSENT

Gina Miller, Barbara Rose Whalen

LIBRARY STAFF PRESENT

Richard Wolff, Administrator
Zach Musil, Assistant Administrator

GUEST PRESENT

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 February 28, 2020 Minutes

Trustee Hess-Wojcik motioned to approve the regular minutes of the February 28, 2020 Tinley Park Public Library Board of Trustees meeting. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Action Item #2. Approval of the February 28, 2020 Committee of the Whole Minutes

Trustee Adaranijo motioned to approve the committee of the whole minutes of the February 28, 2020 Tinley Park Public Library Board of Trustees meeting. Trustee Daniels seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

Correspondence was noted.

FINANCIAL REPORT

Action Item #1 Approval of the February 2020 Financial Report

Approval of the February 2020 Financial report was tabled until the next board meeting, due to the report not being available as of the posting of the board packets.

Action Item #2 Approval of Bills List

The Bills List was reviewed. Trustee Meyers motioned to approve the bills list for the dates and amounts as follows: February 19, 2020 thru March 11, 2020 in the dollar amount of **\$265,928.47**. Trustee Daniels seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried. Administrator Wolff was asked to report the actual number of households the library's newsletter is mailed to at the April board meeting.

Action Item #3 Approval of the FY2020/2021 Budget in the Dollar Amount of \$6,703,300.00.

Trustee Adaranijo motioned to approve the FY2020/2021 Budget in the Dollar Amount of \$6,703,300.00. Trustee Meyers seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #4 Approval of Staff Compensation Merit Increase for FY2020/2021

Trustee Hess-Wojcik motioned to approve the Staff Compensation Merit Increase for FY2019/2020 as follows:

Requires Improvement	0 %
Solid	2.7 %
Exceeds	3.2 %

Employees over their salary maximum are not eligible for a pay raise. A lump sum bonus of 2 % was recommended. Trustee Meyers seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #5 Approval of Library Administrators Compensation Merit Increase for FY2020/2021

Trustee Meyers motioned to approve the Library Administrator Compensation Merit Increase of 3.0% for FY2020/2021. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. March 2020

The Administrator's report was noted. Administrator Wolff was asked to clarify how many households the Library's newsletter is mailed to.

Informational Item #2 February 2020 Statistics

The February 2020 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

NEW BUSINESS

Action Item #1: Approval of Resolution Authorizing Library Board Meeting Dates for FY2020/2021

Trustee Meyers motioned to approve the Resolution Authorizing Library Board Meeting Dates for FY2020/2021. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Action item #2: Approval of Revisions to Circulation Policy. Discussion took place. Administrator Wolff was asked to bring a recommendation on the current \$4.00 dollar fee that is charged to non-residents to use the public computers. Administrator Wolff will speak with his management team about the fee and will bring a recommendation to the board for their April 2020 meeting.

Trustee Meyers motioned to approve. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Information Item #2: Youth Advisory Council Report

No report.

Information Item #3: Friends of the Library Report

No report.

Information Item #4: March 2020 Departmental Reports

March 2020 Departmental Reports were noted. A recommendation was made to ask managers to state, "pending" in their reports if a meeting or event hasn't occurred. Administrator Wolff will convey this request to the managers.

Information Item #5: March 2020 Program Publicity Reports.

March 2020 Program Publicity Reports were noted.

Information Item #6: Assistant Administrator's Report

The Assistant Administrator's report was noted.

Old Business

No report.

Presidents Report

No report.

Executive Session

No Executive Session.

Adjournment

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

Respectfully submitted,

Secretary

President