

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 27, 2020**

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
Sarah Schroeder, Marketing & Public Relations Manager

CALL TO ORDER

The meeting of the Tinley Park Public Library Board of Trustees was called to order at 6:00 p.m.

ROLL CALL

Roll call was taken. Trustee Meyers and Trustee Whalen were absent.

APPROVAL OF MINUTES

Action Item #1 Approval of the March 18, 2020 Minutes

Trustee Daniels motioned to approve the regular minutes of the March 18, 2020 Tinley Park Public Library Board of Trustees meeting as amended. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

A letter from Administrator Wolff to the community was shared in the local newspaper. Trustee Daniels asked if comments were received. Sarah Schroeder, Marketing & Public Relations Manager shared citizens from Tinley Park were asking when curbside pickup and book returns would begin. Administrative Wolff shared with the Board of Trustees curbside pickups would begin in June. President Hannon asked if items outside of Tinley Park Public Library can be placed on hold. Administrator Wolff shared residents can only place item holds that are from home library.

FINANCIAL REPORT

Action Item #1 Approval of the February 2020 Financial Report

Trustee Miller asked about monies received through property taxes. Administrator Wolff shared with the Board of Trustees that he has been in contact with the Village Treasurer/Finance Director and the financial status of the library is sound.

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

Action Item #2 Approval of the March 2020 Financial Report

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

Action Item #3 Approval of the April 2020 Financial Report

Administrator Wolff shared with the Board of Trustees this is the unaudited report and we finished the fiscal year 15% under budget.

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

Action Item #4 Approval of Bills List from 3/13/2020 through 4/29/2020 for the total dollar amount of \$415,435.41

Trustee Miller asked about the State of Illinois Central Management Services expenditure. Administrator Wolff shared this vendor bills us for the internet access we receive through ICN which is provided by AT&T. Trustee Daniels asked about the purchase of e-Reader downloads through OverDrive, Inc. Administrator Wolff shared we have continued our purchasing of e-Readers downloads and are maintaining cost within the budget.

Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: March 13, 2020 thru April 29, 2020 in the dollar amount of **\$415,435.41**. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #5 Approval of Bills List from 5/1/2020 through 5/11/2020 for the total dollar amount of \$142,166.57

The cost for Mozy Pro software renewal was inquired. Administrator Wolff stated to the Board of Trustees this is the annual charge for our online backup software.

Trustee Miller motioned to approve the bills list for the dates and amounts as follows: May 1, 2020 thru May 11, 2020 in the dollar amount of **\$142,166.57**. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. April and May 2020

The Administrator's report was noted. Trustee Adaranijo inquired about Administrator Wolff's and President Hannon's meeting. Administrator Wolff shared he is in contact with President Hannon to keep her apprised on the library's operations during this time. Trustee Miller inquired about staff working. Administrator Wolff shared all staff is continuing to stay engaged with work and department meetings.

Informational Item #2 March 2020 Statistics

The March 2020 Statistics report was noted.

Informational Item #3 April 2020 Statistics

The April 2020 Statistics report was noted.

Informational Item #4 Orland Hills Board Meeting

Administrator Wolff shared to the Board of Trustees the two final contract payments has been received.

Informational Item #5 Staff Updates

Administrator Wolff stated we recently had three retirements. He also shared about staff anniversaries.

Informational Item #5 Building and Grounds

Administrator Wolff shared with the Board of Trustees he has spoken with Mitch Murdock at Site Design. Assistant Administrator Musil stated we are using this time to complete the entry paver project and waiting to seal the pavers. Administrator Wolff mentioned to the Board of Trustees the outside electronic sign that was purchased in 2008 will be replaced this fiscal year.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Library Patron Survey was very successful. HR Source is working on putting together a summary report from the data received from the survey. Trustee Adaranijo commended Assistant Administrator Musil on the response to the survey.

Administrator Wolff shared we will be starting curbside pickup starting in June. Book drops opened in May. On the first day the book drop opened we received 3,200 items returned. The Board of Trustees asked what the recommendations for letting items sit after returned was. Administrator Wolff shared items were quarantined for 72 hours and we are following the CDC guidelines. Masks, shields, and gloves are available for staff's use. Days and hours of operation for book drop and curbside services were also shared with the Board of Trustees.

NEW BUSINESS

Action Item #1 Approval of 2020 Resolution Authorizing Public Non-Resident Library Cards

Administrator Wolff stated this is required every year.

Trustee Daniels motioned the Approval of 2020 Resolution Authorizing Public Non-Resident Library Cards. Trustee Miller seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of Covid-10 Reopening Plan: Phased Approach

Administrator Wolff and Assistant Administrator Musil shared the reopening plan is to give guidance for staff. The plan has been adapted from several plans done by other libraries and the State. Administrator Wolff will be meeting with the Village regarding the reopening plan. Both Administrator Wolff and Assistant Administrator Musil are now working on developing a plan for when the library opens to the public.

Trustee Hess-Wojcik motioned the Approval of Covid-10 Reopening Plan: Phased Approach. Trustee Adaranijo seconded. Roll call vote: Ayes: All. Nays: None. Motion carried.

Informational Item #1 Youth Advisory Council Report

No report.

Informational Item #2 Friends of the Library Report. May 2020

No report.

Informational Item #3 April 2020 Departmental Reports

The April 2020 Departmental Reports were noted. Part-time staff are logging actual hours worked and submitting to department managers and the Business Office.

Informational Item #4 May 2020 Departmental Reports

The May 2020 Departmental Reports were noted.

Informational Item #5 May 2020 Program Publicity Reports

The May 2020 Program Publicity Reports were noted. It was shared with the Board of Trustees that we are running close with Oak Park Public Library with digital cards.

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

Assistant Administrator Report was noted.

Administrator Rich shared a thank you to Assistant Administrator Musil for his work on the COVID report. Trustee Adaranijo asked about library space for patrons when we do open back up to the public. Administrator Wolff shared he will be meeting with the Village to gain knowledge of how many people we will be able to have in building at one time once we open back to the public.

Old Business

Informational Item #1 Non-resident Computer Fee

Administrator Wolff requested this to be tabled until Board can meet in person to discuss. Board agreed.

Presidents Report

President Hannon gave a big thank you to all staff during this time. President Hannon will not be in attendance at the June Board meeting. Reminder about the closed minutes will need to be approved at next meeting. The Board agreed to cancel the June's Board meeting. Trustee Miller motioned to approve the cancellation of the June 24, 2020 Board meeting. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried. Next Board meeting will be held on July 22, 2020.

Executive Session

No report.

Adjournment

Trustee Miller motioned to adjourn the meeting at 6:57 p.m. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President