

**TINLEY PARK PUBLIC LIBRARY  
BOARD AGENDA**

**July 22, 2020 – 7:00 p.m.**

**Virtual Meeting Held on Zoom**

The President of the Board of Library Trustees has determined, pursuant to P.A. 100-0640 (SB 2135), that an in-person meeting is not practical or prudent at this time because of the COVID-19 health emergency. <https://www.ilga.gov/legislation/publicacts/101/101-0640.htm>

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

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 Whalen was absent.

**INTRODUCTION OF GUEST/AUDIENCE TO VISITORS**

No attendees. No questions.

**APPROVAL OF MINUTES**

**Action Item #1 Approval of the May 27, 2020 Minutes**

Trustee Miller motioned to approve the regular minutes of the May 27, 2020 Tinley Park Public Library Board of Trustees meeting. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Abstain: Trustee Meyers. Motion carried.

**CORRESPONDENCE**

No correspondence

**FINANCIAL REPORT****Action Item #1 Approval of the May 2020 Financial Report**

Trustee Miller asked about monies received through property taxes. Administrator Wolff shared with the Board of Trustees that allocation of money has begun.

Trustee Adaranijo asked for clarification on the financial report regarding monies received from Orland Hills. Administrator Wolff stated these are payments received from the Orland Hills Public Library District contract for service and the Village allocates money into correct fiscal years.

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

**Action Item #2 Approval of the June 2020 Financial Report**

Administrator Wolff shared with the Board of Trustees we are 3% under budget at this time. Trustee Miller asked what the larger expenses are thus far. Administrator Wolff stated some of the larger expenses are the purchase of computer equipment and PPE equipment. President Hannon asked if we are receiving discounts on benefits. Administrator Wolff stated we are not receiving any discounts due to COVID-19. He also shared we have been informed by the Village our health insurance rates are increasing.

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

**Action Item #3 Approval of Bills List from 5/14/2020 through 5/27/2020 for the total dollar amount of \$324,871.88**

Administrator Wolff gave further detail to the expenses incurred with the Chase Card Services payment on May 27, 2020. Trustee Miller asked about Amazon Music charge. Administrator Wolff stated this service is used in-house as well as Outreach Services. Trustee Miller asked about charge from MetalMasters Roofmasters Inc. Administrator Wolff stated there was a roof leak and this charge was for the repair. A complete inspection and patching was done. Administrator Wolff shared we suspended the air card service through Verizon for the bookmobile. The suspension will be for 90 days.

Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: May 14, 2020 thru May 27, 2020 in the dollar amount of **\$324,871.88**. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

**Action Item #4 Approval of Bills List from 6/1/2020 through 6/30/2020 for the total dollar amount of \$442,988.79**

Trustee Miller asked about the purchase of four Apple TV's. Administrator Wolff shared with the Board of Trustees this purchase are receivers that allows us to project onto a TV screen. We have four TV screens with this ability. Trustee Miller asked about LinkedIn charge. Administrator Wolff shared this is for the purchase LYNDA database. LinkedIn is the vendor. President Hannon asked about

Tyler Technology software charge. Administrator Wolff shared this is the cashiering software annual fee. This is for maintenance and updates to the software.

Trustee Meyers motioned to approve the bills list for the dates and amounts as follows: June 1, 2020 thru June 30, 2020 in the dollar amount of **\$442,988.79**. Trustee Daniels seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #5 Approval of Bills List from 7/1/2020 through 7/7/2020 for the total dollar amount of \$45,809.99

Trustee Miller asked about monitors purchased. Administrator Wolff shared with the Board of Trustees all monitors have been received and installed.

Trustee Adaranijo motioned to approve the bills list for the dates and amounts as follows: July 1, 2020 thru July 7, 2020 in the dollar amount of **\$45,809.99**. Trustee Miller seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

## **ADMINISTRATOR'S REPORT**

Informational Item #1 Administrator's Report. June and July 2020

The Administrator's report was noted. Administrator Wolff held a discussion with the Board of Trustees regarding racial equality, equity, diversity and inclusion. Administrator Wolff asked if the Board would support the library posting on its website statements of support from professional Library Organizations such as the Public Library Association, the American Library Association and the Illinois Library Association for these principles. Discussion followed. It was agreed that the library can post statements of support. The Board also stated that they would like the support of these principles to be incorporated into the next reiteration of the library's long range plan. Administrator Wolff thanked the Board for their support and direction.

Trustee Daniels asked for clarification between billing and the financials. Administrator Wolff clarified the difference between the two.

Informational Item #2 May 2020 Statistics

The May 2020 Statistics report was noted.

Informational Item #3 June 2020 Statistics

The June 2020 Statistics report was noted. Trustee Miller asked about the book returns. Assistant Administrator Musil shared with the Board of Trustees when the book drop reopened, the library was flooded with returns. Since then it has leveled out. Fines will start up again on July 28, 2020.

Informational Item #4 Orland Hills Board Meeting

No report. Administrator Wolff shared with the Board of Trustees we will be receiving the contractual amount soon.

Informational Item #5 Staff Updates

Administrator Wolff stated we recently had two resignations within the Outreach department.

Informational Item #6 Building and Grounds

Assistant Administrator Musil shared with the Board of Trustees the entry project is complete. Parking lot has been restriped. Prairie is beautiful and in full bloom. We have undergone a few modifications to the building for the reopening during the pandemic.

Informational Item #7 Library Initiatives

The Library Initiatives report was noted.

**NEW BUSINESS**

Action Item #1 Review and Approval of Closed Session Minutes

Trustee Hess-Wojcik motioned the Approval of Closed Session Minutes. Trustee Miller seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of 2021 Library Holiday Schedule

Trustee Daniels motioned the Approval of 2021 Library Holiday Schedule. Trustee Meyers seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #3 Approval of Adult Services Manager Job Description

Administrator Wolff shared with the Board of Trustees this is an internal promotion.

Trustee Adaranijo motioned the Approval of Adult Services Manager Job Description. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #1 Youth Advisory Council Report

Administrator Wolff shared they hosted an online play this year.

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

No report.

Informational Item #3 June 2020 Departmental Reports

The June 2020 Departmental Reports were noted.

Informational Item #4 July 2020 Departmental Reports

The June 2020 Departmental Reports were noted.

Informational Item #5 June/July 2020 Program Publicity Reports

The June/July 2020 Program Publicity Reports were noted.

Informational Item #6 Assistant Administrator's Report. June/July 2020

Assistant Administrator Report was noted.

Informational Item #7 Library Card Expiration Dates

Assistant Administrator Musil shared with the Board of Trustees that patrons did not have to come into the library for library cards. SWAN recommendation was to set cards to no expiration dates. Administrator Wolff and Assistant Administrator Musil both explained how these cards would work for patrons.

**Old Business**

Informational Item #1 Non-resident Computer Fee

President Hannon motioned to table the Non-resident Computer Fee. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

**Presidents Report**

President Hannon praised all staff on the reopening of the library.

**Executive Session**

No report.

**Adjournment**

Trustee Miller motioned to adjourn the meeting at 8:08 p.m. Trustee Meyers seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President