

TINLEY PARK PUBLIC LIBRARY
BOARD AGENDA
September 23, 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

MEMBERS ABSENT

Barbara Rose Whalen, 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. Trustee Whalen and Trustee Daniels were absent.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

No attendees. No questions.

APPROVAL OF MINUTES

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

Trustee Adaranijo motioned to approve the amended regular minutes of the July 22, 2020 Tinley Park Public Library Board of Trustees meeting. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #2 Approval of the August 26, 2020 Minutes

Trustee Hess-Wojcik motioned to approve the regular minutes of the August 26, 2020 Tinley Park Public Library Board of Trustees meeting. Trustee Miller seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

CORRESPONDENCE

Correspondence was noted.

FINANCIAL REPORT

Action Item #1 Approval of the August 2020 Financial Report

Trustee Adaranijo asked about compensated absences under the current liabilities section of the financial report. Administrator Wolff shared with the Board of Trustees he will confirm with the Village how this amount was calculated. Trustee Adaranijo asked about other contractual services. Administrator Wolff stated these expenses are for services from contractors such as Dewberry Architects, Site Design, and HR Source. Trustee Adaranijo asked about furniture and fixtures budget line under capital expenditures and if the purchase of face shields was used here. Administrator Wolff stated the purchase of face shields were deducted from other operating supplies budget line.

The Library Board reviewed the August 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, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #2 Approval of Bills List from 8/13/2020 through 9/14/2020 for the total dollar amount of \$301,465.98

Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: August 13, 2020 thru September 14, 2020 in the dollar amount of **\$301,465.98**. Trustee Meyers seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. September 2020

The Administrator's report was noted.

Informational Item #2 August 2020 Statistics

The August 2020 Statistics report was noted.

Informational Item #4 Orland Hills Board Meeting

No report.

Informational Item #5 Staff Updates

The staff updates were noted. Administrator Wolff stated to the Board of Trustees that the library will be looking to fill a few of its open positions in the next month or so. Administrator Wolff is working with Marketing and Public Relations Manager, Sarah Schroeder to expand our advertising for job postings.

Informational Item #5 Building and Grounds

Administrator Wolff shared with the Board of Trustees the following repairs need to be done: minor roof repairs, wiring on chiller, radiator on generator and old piping on the boiler needs fixing.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Bench marking project has been completed and Administrator Wolff and Assistant Administrator Musil are reviewing.

NEW BUSINESS

Informational Item #1 Friends of the Library Report. September 2020

No report. Friend's bookstore is now open.

Informational Item #2 Youth Advisory Council Report

No report.

Informational Item #3 September 2020 Departmental Reports

The September 2020 Departmental Reports were noted. Trustee Adaranijo asked about deliveries from Outreach Services. Administrator Wolff shared with the Board of Trustees deliveries are dropped off to the senior centers when requests are placed. Homebound deliveries continue for patrons who are not able to come to the library. Outreach Services will not be filling any positions at this time.

Informational Item #4 September 2020 Program Publicity Reports

The September 2020 Program Publicity Reports were noted.

Informational Item #5 Assistant Administrator's Report. September 2020

Assistant Administrator Report was noted.

Action Item #1 Approve of Recommended Revisions to the Unattended Children in the Library Policy. Memo

Assistant Administrator Musil shared with the Board of Trustees this is updated language. The new language is consistent with Illinois law regarding minors as well as with other library policies. Trustee Adaranijo expressed concern with the age of an unattended child at the time of closing if a parent or caregiver was not present. Trustee Adaranijo suggested the age of the child should be older than 14 as the policy states. Discussion took place. Administrator Wolff confirmed the policy is in line with the law.

Trustee Meyers motioned to approve the Recommended Revisions to the Unattended Children in the Library Policy. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Old Business

No report.

Presidents Report

President Hannon shared with the Board of Trustees that Administrator Wolff has expressed his decision to retire effective March 19, 2021. Administrator Wolff will submit his formal letter of retirement at the October Board of Trustees meeting. She shared Administrator Wolff's educational and professional career growth with the Trustees. A closed session meeting was scheduled and will take place on Monday, November 2, 2020 at 6:30 p.m. in the large meeting room at the library to discuss the process for his successor.

Executive Session

No report.

Adjournment

Trustee Miller motioned to adjourn the meeting at 7:36 p.m. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President