

**TINLEY PARK PUBLIC LIBRARY
BOARD AGENDA
January 27, 2021 – 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 Adaraniyo, 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.

APPROVAL OF MINUTES

Action Item #1 Approval of the Revised October 28, 2020 Minutes

Trustee Miller motioned the approval of the revised minutes of the October 28, 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 Adaraniyo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of the December 2, 2020 Minutes

Trustee Meyers motioned to approve the regular minutes of the December 2, 2020 Tinley Park Public Library Board of Trustees meeting. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

CORRESPONDENCE

Correspondence was noted.

FINANCIAL REPORT

Action Item #1 Approval of the November 2020 Financial Report

Trustee Adaranijo asked for clarification regarding the capital improvement projects for the library. Administrator Wolff shared with the Board of Trustees, capital improvements are large projects budgeted at the library and money is transferred from the capital improvements revenue line as it is used to cover the expenses.

The Library Board reviewed the November 2020 Financial Report. Trustee Meyers motioned to approve the report as submitted. 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 #2 Approval of the December 2020 Financial Report

The Library Board reviewed the December 2020 Financial Report. Trustee Hess-Wojcik 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, Brad Daniels. Nays: None. Motion carried.

Action Item #3 Approval of Bills List from 11/23/2020 through 1/8/2021 in the amount of \$467,864.16

Trustee Hess-Wojcik asked about the native restoration and maintenance expenditure. Administrator Wolff shared this is the final payment to this project and the work is complete for the fall and winter season. Trustee Miller asked about millwork expense from Meilahn Manufacturing. Administrator Wolff shared with the Board of Trustees this was for the slat walls on the first floor. This was a budgeted project.

Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: November 23, 2020 thru January 8, 2021 in the dollar amount of **\$467,864.16**. 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. FY2020/2021 Year End Estimates

FY2020/2021 Year End Estimates were noted.

Discussion item #1. FT2021/2022 Budget

Administrator Wolff inquired from the Board of Trustees when they would like to hold their meeting regarding budget and raises. Typically, discussion takes place at the February meeting and a vote takes place at the March meeting. President Hannon shared with Administrator Wolff she will inform him before the release of the February agenda.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. January 2021

The Administrator's report was noted.

Informational Item #2 November 2020 Statistics

The November 2020 Statistics report was noted.

Informational Item #3 December 2020 Statistics

The December 2020 Statistics report was noted.

Informational Item #4 Orland Hills Board Meeting

No report.

Informational Item #5 Staff Updates

Staff updates were noted. Administrator Wolff shared we have two new hires and two resignations. New hires are doing well. President Hannon asked about resignations.

Informational Item #5 Building and Grounds

Trustee Meyers recommended that Administrator Wolff contact John Fleming, the Department Manager Mechanical Group from Dewberry to see if a selective coordination study should be conducted for the generator. Administrator Wolff stated he will contact Dewberry regarding the study.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted.

NEW BUSINESS

Action Item #1 Approval of Revisions to TPPL FOIA Policy. Memo. Policy

Trustee Miller motioned the Approval of the Revisions to TPPL FOIA Policy. 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

No report.

Informational Item #2 Approval of Friends of the Library Report. January 2021

No report.

Informational Item #3 December 2020 Departmental Reports

The December 2020 Departmental Reports were noted.

Informational Item #4 January 2021 Departmental Reports

The January 2021 Departmental Reports were noted.

Informational Item #5 December 2020/January 2021 Program Publicity Reports

The December 2020 Program Publicity Reports were noted.

Informational Item #6 Assistant Administrator's Report. January 2021

Assistant Administrator Report was noted.

Informational Item #7 FY21 Capita Grant Application

Administrator Wolff reviewed with the Board of Trustees the required sections for the FY2021 Per Capita Grant application. The completed application is due to the State Library by March 15, 2021.

Old Business

No report.

Presidents Report

No report.

Executive Session

No report.

Adjournment

Trustee Adaranijo motioned to adjourn the meeting at 7:28p.m. 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.

Respectfully submitted,

Secretary

President