

TINLEY PARK PUBLIC LIBRARY
BOARD AGENDA
March 24, 2021 – 7:00 p.m.

MEMBERS PRESENT

Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo

MEMBERS ABSENT

Catherine Hannon, Darren Meyers, Brad Daniels

LIBRARY STAFF PRESENT

Zach Musil, Assistant Administrator
Lynette Williams, Business Office Manager -Benefits
Coordinator
Jennifer Schulien, Business Office Assistant

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.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

No attendees.

APPROVAL OF MINUTES

Action Item #1 Approval of the January 30, 2021 Special Board Meeting Minutes

Trustee Whalen motioned to table the approval of the January 30, 2021 minutes until the April meeting. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Action Item #2 Approval of the February 20, 2021 Special Board Meeting Minutes

Trustee Hess-Wojcik motioned to approve the Special Board Meeting Minutes from February 20, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Action Item #3 Approval of the February 24, 2021 Minutes

Trustee Adaranijo motioned to approve the Regular Minutes from February 24, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Action Item #4 Approval of the February 24, 2021 First Executive Session Meeting Minutes

Trustee Hess-Wojcik motioned to approve the First Executive Session Minutes from February 24, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Action Item #5 Approval of the February 24, 2021 Second Executive Session Meeting Minutes

Trustee Whalen motioned to approve the Second Executive Session Minutes from February 24, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

CORRESPONDENCE

No report.

FINANCIAL REPORT

Action Item #1 Approval of the February 2021 Financial Report

The Library Board reviewed the February 2021 Financial Report. Trustee Hess-Wojcik motioned to approve the report as submitted. Trustee Whalen seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

Action Item #2 Approval of Bills List from 2/12/2021 through 3/15/2021 in the amount of \$374,590.93.

Trustee Hess-Wojcik asked about the HR Source COVID Workshop. Assistant Administrator Musil stated this was a Webinar attended about the COVID vaccine. Trustee Hess-Wojcik also asked about the Book Tape cost. Assistant Administrator Musil stated it was a large order.

Trustee Miller asked about the charge for ABOS. Assistant Administrator Musil stated this was membership dues for the Association of Bookmobile and Outreach Services.

Trustee Whalen motioned to approve the bills list for the dates and amounts as follows: February 12, 2021 thru March 15, 2021 in the dollar amount of **\$374,590.93**. Trustee Adaranijo seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

Action Item #3 Approval of the FY2021/2022 Budget in the Dollar Amount of \$6,378,350.00.

Trustee Hess-Wojcik motioned to approve the FY2021/2022 Budget in the amount of \$6,378,350.00. Trustee Adaranijo seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

Action Item #4 Approval of Staff Compensation Merit Increase for FY2021/2022.

Trustee Hess-Wojcik motioned to approve the Staff Compensation Merit Increase for FY2021/2022 as follows:

Requires Improvement	0 %
Solid	1 %
Exceeds	2 %

Employees over their salary maximum are not eligible for a pay raise and will receive a lump sum bonus of 1%.

Trustee Whalen seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo. Nays: None. Motion carried.

ADMINISTRATOR'S REPORT

Informational Item #1 Administrator's Report. February 2021

The Administrator's report was noted. Digital use is up.

Informational Item #2 Orland Hills Board Meeting

No report.

Informational Item #3 Staff Updates

Staff updates were noted. Trustee Hess-Wojcik asked that retirements be shown with the date of retirement. If the employee has given advance notice that this be shown on reports until the date is met.

Trustee Hess-Wojcik asked about the status of the Bookmobile. Assistant Administrator Musil shared that there are plans to have the Bookmobile visit Senior Centers as well as working with Youth Services for Story times in the Park during the summer. The Bookmobile is also in the process of replacing one of its vacant full time positions.

Informational Item #4 Building and Grounds

Assistant Administrator Musil further explained the memo discussing Building and Grounds.

NEW BUSINESS

Action Item #1 Appointment of Personnel

Trustee Hess-Wojcik motioned to approve Assistant Administrator Zach Musil as Interim Director retroactively March 18, 2021. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Action Item #2 Approval of Resolution Authorizing Library Board Meeting Dates for FY2021/2022

Trustee Miller inquired whether the Board could choose to not meet during one of the summer months. Assistant Administrator Musil stated that he would investigate further if the Board wanted to change the meeting schedule in FY2022/2023 and suggested that the Board approve the meeting dates for this coming fiscal year as proposed. Trustee Whalen motioned to approve the Library Board Meeting Dates for FY2021/2022. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Informational Item #1 Youth Advisory Council Report.

No report. Assistant Administrator Musil shared that plans to hold Fairy Tale Theater this year in a modified way by streaming the performance virtually.

Informational Item #2 Friends of the Library Report. March 2021.

No report. Assistant Administrator Musil stated the Friends would be more comfortable meeting once the Friends Board have been vaccinated. Assistant Administrator Musil also discussed the possibility of having a shredding event in the fall.

Informational Item #3 March 2021 Departmental Reports

The March 2021 Departmental Report was noted. Jean Concannon's retirement is effective March 31, 2021. Trustee Adaranijo asked about Shelf Talkers. Assistant Administrator Musil stated these are clips that hang on the shelves to promote titles and series.

Informational Item #4 March 2021 Program Publicity Reports.

The March 2021 Program Publicity Report was noted. Assistant Administrator Musil shared this information was modified per Board request. Open Rates was explained that this is the number of emails that are opened as opposed to deleted.

Informational Item #5 Assistant Administrator's Report. March 2021.

The Assistant Administrator's Report March 2021 was noted. Assistant Administrator Musil and Trustee Adaranijo shared details about the Illinois Library Association Workshop: "One Year On—Where is Your Library and How Can You Prepare for a Post-COVID World" that they attended.

OLD BUSINESS

No report.

PRESIDENTS REPORT

No report.

EXECUTIVE SESSION

No Executive Session.

ADJOURNMENT

Trustee Adaranijo motioned to adjourn the meeting at 7:42 p.m. Trustee Hess-Wojcik seconded.
Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President