

**TINLEY PARK PUBLIC LIBRARY**  
**BOARD AGENDA**  
**May 26, 2021 – 7:00 p.m.**

**MEMBERS PRESENT**

Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Brad Daniels

**MEMBERS ABSENT**

Pat Adaranijo

**LIBRARY STAFF PRESENT**

Zach Musil, Interim Director  
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.

**SWEARING IN OF ELECTED LIBRARY BOARD TRUSTEES**

Village of Tinley Park Deputy Clerk Laura Godette swore in Library Trustees Brad Daniels, Laura Hess-Wojcik and Darren Meyers.

**ELECTION OF BOARD OFFICERS**

Trustee Meyers nominated the current officers as a slate. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried. Current Board Officers retained: President – Cathy Hannon; Vice-President – Gina Miller; Treasurer – Darren Meyers; Secretary – Laura Hess-Wojcik.

**APPROVAL OF MINUTES**

**Action Item #1 Approval of the April 28, 2021 Regular Board Meeting Minutes**

Trustee Whalen motioned to approve the Regular Board Meeting Minutes from April 28, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Meyers seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Brad Daniels. Nays: None. Motion carried.

## **CORRESPONDENCE**

Orland Hills Library District: Re: First Payment Request.

This request is for the first payment for the new Fiscal year of 2021/2022 which is accordance with our contract. Trustee Daniels asked about the Non-Resident Fee and what Orland Hills is paying for. Interim Director Musil stated the contract allows Orland Hills residents to receive our services without a cost. Fee Cards are for unincorporated residents and that fee is passed with a Resolution each year.

## **FINANCIAL REPORT**

### **Action Item #1 Approval of the April 2021 Financial Report**

Trustee Miller inquired about the Levy monies received being higher. Interim Director Musil stated this was more than anticipated but is also due to the timing of the tax bills. Trustee Miller also asked about increased Bank Charges on the Expenditure List. Interim Director Musil stated he would investigate further and include his findings in next month's report. Trustee Daniels requested a one-time breakdown of what is spent by each vendor during the year.

The Library Board reviewed the April 2021 Financial Report. Trustee Daniels motioned to approve the report as submitted. Trustee Meyers seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Brad Daniels. Nays: None. Motion carried.

### **Action Item #2 Approval of Bills List from 4/19/2021 through 5/14/2021 in the amount of \$342,234.45.**

Trustee Hess-Wojcik asked about the cost of the RPZ test. The library has a number of backflow preventers that the Village checks annually, such as those for the fire sprinklers and the fountain. Trustee Miller asked about NSN Employer Services. NSN assists with unemployment issues.

Trustee Meyers motioned to approve the bills list for the dates and amounts as follows: April 19, 2021 thru May 14, 2021 in the dollar amount of **\$342,234.45**. Trustee Whalen seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Brad Daniels. Nays: None. Motion carried.

## **DIRECTOR'S REPORT**

### **Informational Item #1 Interim Director's Report. May 2021.**

The Interim Director's report was noted. Trustee Meyers asked about Site Design's Directional Signage and how this would be used. Interim Director Musil explained that the signage will help improve traffic flow through the parking lot by indicating clearer pathways to the book drop, the delivery door, and curbside pickup.

Interim Director Musil shared he visited Orland Park Library to see how they were responding to the COVID changes. Discussion took place.

### **Informational Item #2 April 2021 Statistics**

Comment was made that these were dramatic compared to last year.

Informational Item #3 Orland Hills Board Meeting

The Orland Hills Board has met.

Informational Item #4 Staff Updates

Staff updates were noted. Shannon Leyva started her position as the Full Time Outreach Assistant on May 2<sup>nd</sup>, 2021.

Informational Item #5 Building and Grounds

The repairs and work to the roof have been completed.

**NEW BUSINESS**

Informational Item #1 Youth Advisory Council Report.

No report. These should return in the fall.

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

The meeting notes from the Friends last meeting were shared. They met on May 4<sup>th</sup>. The Shred event is still being planned. The next Friends meeting will take place on June 8<sup>th</sup>, 2021.

Informational Item #3 April 2021 Departmental Reports

Report was noted.

Informational Item #4 May 2021 Program Publicity Reports.

Trustee Miller stated the website is looking good. She enjoyed the Learn Something New Today featured on the website. President Hannon inquired about the Library being featured in a local newspaper. Interim Director Musil shared that the Tinley Park Neighbor Magazine will soon feature the Youth Service's Department and its manager, Kerry Reed.

**OLD BUSINESS**

No report.

**PRESIDENTS REPORT**

No report.

**EXECUTIVE SESSION**

- 5 ILCS 120/2c (1) - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

At 7:30 p.m., Trustee Whalen motioned to go into Executive Session per 5 ILCS 120/2c (1) of the Open Meetings Act. Trustee Daniels seconded. Ayes: All. Nays: None. Motion carried.

**OPEN SESSION**

At 7:37 p.m., the regular Board Meeting reconvened from Executive Session.

**ADJOURNMENT**

Trustee Whalen motioned to adjourn the meeting at 7:37 p.m. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President