

TINLEY PARK PUBLIC LIBRARY
BOARD AGENDA
June 23, 2021 – 7:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Cathy Hannon, Darren Meyers

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 7:03 p.m.

ROLL CALL

Roll call was taken. Trustee Whalen arrived at 7:11.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

No attendees.

APPROVAL OF MINUTES

Action Item #1 Approval of the May 26, 2021 Regular Board Meeting Minutes

Trustee Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from May 26, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Daniels seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of the May 26, 2021 Executive Session Meeting Minutes.

Trustee Hess-Wojcik motioned to approve the Executive Session Meeting Minutes from May 26, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Daniels seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

CORRESPONDENCE

No correspondence.

FINANCIAL REPORT

Action Item #1 Approval of the May 2021 Financial Report

The Library Board reviewed the May 2021 Financial Report. Trustee Daniels motioned to approve the May 2021 Financial Report. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of Bills List from 5/17/2021 through 6/15/2021 in the amount of \$310,298.89.

Trustee Miller asked about Today's Business Solutions. Interim Director Musil explained this is the annual license for the Simple Scan station.

Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: May 17, 2021 thru June 15, 2021 in the dollar amount of **\$310,298.89**. Trustee Adaranijo seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #1 Fiscal Year 2021 Vendor Report

This report was received favorably by the Board of Trustees. Discussion took place with issues pertaining to IT, Landscaping and Insurance.

DIRECTOR'S REPORT

Informational Item #1 Interim Director's Report. June 2021.

The Interim Director's report was noted.

Informational Item #2 May 2021 Statistics

Trustee Adaranijo questioned the breakdown of Orland Hills Adults and Juveniles on the Statistical Report. Interim Director Musil will look into this.

Informational Item #3 Orland Hills Board Meeting

Interim Director Musil shared the Library has received the first payment for the 2022 Fiscal Year.

Informational Item #4 Staff Updates

Staff updates were noted. Kaitlyn Rose started her position as the Part Time Youth Services Assistant on June 3rd, 2021. Emily Morrison has resigned her position as a Part Time Shelver effective June 22nd, 2021. Jessica Rutka started her position as a Full Time Circulation Clerk as of June 7th, 2021.

Informational Item #5 Building and Grounds

Interim Director Musil explained a branch was removed by BGL from a pear tree that had fallen. Site Design will eventually be looking into options for replacing this tree. Interim Director Musil shared that directional signage is also being looked into.

NEW BUSINESS

Action Item #1 Review and Approval of Closed Session Minutes.

Trustee Daniels motioned to approve keeping the following Closed Session Minutes closed: May 26, 2021; February 24, 2021; February 20, 2021; January 30, 2021; November 2, 2020; January 25, 2012; December 7, 2011; February 23, 2011; January 26, 2011; October 27, 2010; April 28, 2010; June 24, 2009; June 27, 2007; March 29, 2006; February 22, 2006; and October 26, 2005. These minutes relate either to past litigation involving the Library or the ongoing Library Director search process. Trustee Whalen seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of Revisions and Additions to TPPL Employee Personnel Policies and Procedures Handbook. Memo. Revisions and Additions.

Trustee Adaranijo expressed an interest in changes to some of the language used in Section 203.5. Discussion took place and everyone agreed with the suggested changes. It was determined that this item should be tabled to a further meeting.

Informational Item #1 Youth Advisory Council Report.

No Report.

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

It was mentioned that the cost of the shredding event has increased, which the Friends have also noted.

Informational Item #3 June 2021 Departmental Reports.

The Departmental Report was noted.

Informational Item #4 June 2021 Program Publicity Reports.

The Publicity report was noted.

OLD BUSINESS

No report.

PRESIDENTS REPORT

No report.

EXECUTIVE SESSION

No Executive Session.

ADJOURNMENT

Trustee Hess-Wojcik motioned to adjourn the meeting at 8:08 p.m. Trustee Daniels seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President