

TINLEY PARK PUBLIC LIBRARY
BOARD AGENDA
July 28, 2021 – 7:00 p.m.

MEMBERS PRESENT

Cathy Hannon, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels

MEMBERS ABSENT

Gina Miller

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. Trustee Meyers arrived at 7:30.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

No attendees.

APPROVAL OF MINUTES

Action Item #1 Approval of the June 23, 2021 Regular Board Meeting Minutes

Trustee Daniels motioned to approve the Regular Board Meeting Minutes from June 23, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Adaranijo seconded. Ayes: Cathy Hannon, Laura Hess-Wojcik, Barbara Rose-Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

CORRESPONDENCE

The Tinley Park Public Library FY2021 Per Capita Award Letter was noted.

The Orland Hills Public Library District FY2021 Per Capita Award Letter was noted.

FINANCIAL REPORT

Action Item #1 Approval of the June 2021 Financial Report

The Library Board reviewed the June 2021 Financial Report. Trustee Whalen motioned to approve the June 2021 Financial Report. Trustee Daniels seconded. Roll call vote: Ayes: Cathy Hannon, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of Bills List from 6/15/2021 through 7/14/2021 in the amount of \$377,096.98.

Trustee Hess-Wojcik asked about the AVI Systems contract. Interim Director Musil explained this is the annual services contract for the Library's audiovisual capabilities.

Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: June 15, 2021 thru July 14, 2021 in the dollar amount of **\$377,096.98**. Trustee Adaranijo seconded. Roll call vote: Ayes: Cathy Hannon, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

DIRECTOR'S REPORT

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

Discussion took place about the Orland Hills number on the Statistical Report and whether this was needed. This was a number that a previous administrator's Board wanted added to the report. Interim Director Musil was asked to look into adding a similar numbers for Tinley Park.

Informational Item #2 June 2021 Statistics

Trustee Adaranijo questioned the online library card numbers listed on the Statistics. Interim Director Musil shared these were added to show the cards that were obtained online through SWAN and then transitioned to Full Use cards. The Library now uses Patron Point for online card signup, which has a more rigorous verification process.

Informational Item #3 Orland Hills Board Meeting

No Report.

Informational Item #4 Staff Updates

Staff updates were noted. Kyle Bailey resigned his position of Full Time Computer Assistant effective July 9th. Kyle has relocated and accepted a position closer to home.

Informational Item #5 Building and Grounds

No report. President Hannon said the Grounds look nice.

NEW BUSINESS

Informational item #1. Temporary/Restricted Use Library Cards Memo 1. Memo 2.

Discussion took place between Interim Director Musil and the Board on how best to proceed regarding residency. President Hannon and Interim Director Musil will report back next meeting with a recommendation.

Trustee Meyers motioned to table this issue to the next meeting. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Informational Item #2 Youth Advisory Council Report.

No Report.

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

No Report.

Informational Item #3 July 2021 Departmental Reports.

The Departmental Report was noted.

Informational Item #4 July 2021 Program Publicity Reports.

The Board was pleased with the article in the Neighbor Magazine. The Historical Society mentioned Wendy Babjak in their newsletter about a program that was held in conjunction with the Historical Society. Trustee Meyers noted some staff go out of their way and would be good to be reminded of at review time.

OLD BUSINESS

Action item #1 Approval of Revisions and Additions to TPPL Employee Personnel Policies and Procedures Handbook. Memo. Revisions and Additions.

Trustee Meyers motioned to Approve the Revisions and Additions to TPPL Employee Personnel Policies and Procedures Handbook. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

PRESIDENTS REPORT

No report.

EXECUTIVE SESSION

No Executive Session.

ADJOURNMENT

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

Respectfully submitted,

Secretary

President