

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 25, 2021 – 7:00 p.m.**

**MEMBERS PRESENT**

Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers,  
Pat Adaranijo, Brad Daniels

**MEMBERS ABSENT**

Barbara Rose Whalen

**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.

**APPROVAL OF MINUTES**

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

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

**CORRESPONDENCE**

No Correspondence.

**FINANCIAL REPORT**

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

The Library Board reviewed the July 2021 Financial Report. Trustee Daniels noticed that the end balance from the previous month does not match the beginning balance from the current month with the CD retroactively transferred from the General Operations Fund to the Capital Fund. Interim Director Musil confirmed that Trustee Daniels was correct, explaining that historically at the close of each fiscal year the Village Finance Department worked with the Library Director to transfer remaining revenue amounts into the Capital Fund. The CD was transferred to the Capital Account because the amount was

similar to the remaining FY21 revenue amount and because it is not as readily accessible as the other funds in the General Operations account. Discussion took place acknowledging these past procedures and it was asked whether the Village could make the Board aware of large financial decisions being made in the future. Interim Director Musil shared that the new Village Treasurer Andrew Brown has expressed interest in evolving the Library's relationship with the Finance Department and would like to attend several future Board Meetings. Trustee Daniels expressed that he has some questions that he would send to Interim Director Musil to share with Treasurer Brown. Trustee Meyers motioned to table approval of the July 2021 Financial Report. Trustee Daniels seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of Bills List from 7/15/2021 through 8/09/2021 in the amount of \$273,724.23.

Trustee Meyers motioned to approve the bills list for the dates and amounts as follows: July 15, 2021 thru August 9, 2021 in the dollar amount of **\$273,724.23**. Trustee Miller seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

**DIRECTOR'S REPORT**

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

Trustee Hess-Wojcik asked if information was being received by Logical Technical Services. Interim Director Musil explained that Logical Technical Services has begun providing the requested information.

Informational Item #2 July 2021 Statistics

Trustee Miller noted that the Electronic Reading numbers have dropped. The public likes having the physical materials. Trustee Adaranijo thanked Interim Director Musil for adding the Tinley Park breakdown to the statistics.

Informational Item #3 Orland Hills Board Meeting

Interim Director Musil worked with the Orland Hills Board to complete their IPLAR Report. The Orland Hills Per Capita money was received. A letter has been sent to their Board.

Informational Item #4 Staff Updates

Staff updates were noted. Therese Freeman began her position as a Part Time Circulation Clerk on August 12, 2021. Andrew Scheel began his position as a Part Time Computer Assistant on August 17, 2021. Maribel Velez will begin her position as a Part Time Adult Program Assistant on October 6, 2021. Jennifer Renken has resigned her position as a Part Time Reference Assistant effective August 19, 2021.

Informational Item #5 Building and Grounds

Discussion took place regarding the directional signage for the parking lot. A concern arose regarding the arrows and the Board asked if it would be possible to get another option for comparison.

Informational Item #6 Strategic Planning Update

The Board reviewed the Strategic Plan's proposed priority areas and organizational values. It was asked whether a fifth priority area could be added for Financial Responsibility. Interim Director Musil confirmed that he will add this to the priority areas.

### **EXECUTIVE SESSION**

At 7:25 p.m. President Hannon motioned to go into Executive Session per exception Section 2(c) of the Open Meetings Act. Trustee Daniels seconded. Ayes: All Nays: None. Motion carried.

### **OPEN SESSION**

At 7:40 p.m., the regular Board Meeting reconvened from Executive Session.

### **ROLL CALL**

Roll call was taken.

### **NEW BUSINESS**

#### **Action Item #1. Personnel Matter.**

President Hannon motioned to have the Board offer Interim Director Musil the position of the Director of the Tinley Park Public Library effective September 1, 2021. Trustee Adaranijo seconded. Ayes: All Nays: None. Motion carried. Interim Director Musil accepted the position.

#### **Action Item #2. Deaccession of Library Equipment.**

Trustee Miller asked if this equipment was in bad condition or could it be donated. Interim Director Musil said most of it is in poor condition and taken for recycling.

Trustee Meyers motioned to deaccess the Library Equipment. Trustee Hess-Wojcik seconded. Ayes: All Nays: None.

#### **Informational Item #1 Youth Advisory Council Report.**

No report.

#### **Informational Item #2 Friends of the Library Report. August 2021.**

No Report.

#### **Informational Item #3 August 2021 Departmental Reports.**

The Departmental Report was noted.

#### **Informational Item #4 August 2021 Program Publicity Reports.**

The Publicity report was noted.

### **OLD BUSINESS**

Informational Item #1. Temporary Library Cards. Memo.

Discussion took place. Trustee Meyers inquired if there were documented procedures in place in the Circulation Department for determining residency. Interim Director Musil shared there are documented procedures in place.

**PRESIDENTS REPORT**

No report.

**ADJOURNMENT**

Trustee Miller motioned to adjourn the meeting at 7:47 p.m. Trustee Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President