

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 22, 2021 – 7:00 p.m.**

MEMBERS PRESENT

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

MEMBERS ABSENT

LIBRARY STAFF PRESENT

Zach Musil, Director
Sarah Schroeder, Assistant 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

Patrick Sullivan, YAC Representative.

APPROVAL OF MINUTES

Action Item #1 Approval of the August 25, 2021 Regular Board Meeting Minutes

Trustee Meyers motioned to approve the Regular Board Meeting Minutes from August 25, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Whalen seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2. Approval of the August 25, 2021 Executive Session Meeting Minutes.

Trustee Miller motioned to approve the Executive Session Meeting Minutes from August 25, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Daniels seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

CORRESPONDENCE

The Per Capita Grant payment was received from Orland Hills Public Library.

FINANCIAL REPORT

Action Item #1 Approval of the July 2021 Financial Report. President's Memo.

Discussion took place amongst the Board regarding the financial report. There was a discussion about establishing a written procedure for transferring end of year funds into the Capital account. Director Musil shared that the Library could create such a written procedure moving forward as part of the new Strategic Plan's Financial Responsibility priority area.

President Hannon motioned to approve the July 2021 Financial Report. Trustee Whalen seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen. Nays: Pat Adaranijo. Abstention: Darren Meyers, Brad Daniels. Motion carried.

Action Item #2. Approval of the August 2021 Financial Report.

Trustee Daniels questioned why the beginning balance does not match the end balance from the previous month. Director Musil shared that the Village told him this was due to moving the accrued interest of the CD. Trustee Daniels has further questions about the financial report. Director Musil and Assistant Director Schroeder stated they would communicate his questions to the Village.

Trustee Meyers motioned to table the approval of the August 2021 Financial report until the October 2021 Board meeting. Trustee Daniels seconded. Ayes: Laura Hess-Wojcik, Darren Meyers, Brad Daniels. Nays: Cathy Hannon. Abstention: Gina Miller, Barbara Rose Whalen, Pat Adaranijo. Motion carried.

Action Item #3 Approval of Bills List from 8/18/2021 through 9/08/2021 in the amount of \$269,426.35.

Trustee Miller questioned a patron refund that was made a few times. Two of the payments were voided due to an error. The patron was only refunded once.

Trustee Meyers motioned to approve the bills list for the dates and amounts as follows: August 18, 2021 thru September 8, 2021 in the dollar amount of **\$269,426.35**. Trustee Whalen seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

DIRECTOR'S REPORT

Informational Item #1 Director's Report. September 2021.

Trustee Meyers thanked Director Musil for a detailed report.

Informational Item #2 August 2021 Statistics.

Trustee Hess-Wojcik inquired if it was possible to return eBooks early. Assistant Director Schroeder stated that it is possible on the Libby and Hoopla platforms.

Informational Item #3 Orland Hills Board Meeting

Director Musil mentioned that the Orland Hills Board may invite him to attend a future meeting.

Informational Item #4 Staff Updates

Staff updates were noted. Cal Rydzinski resigned her position as a Part-Time Circulation Clerk effective September 10, 2021. Joanne Konrath announced her retirement as a Full-Time Technical Services Clerk effective October 29, 2021. Sarah Schroeder was promoted to Full-Time Assistant Director effective September 19, 2021.

Informational Item #5 Building and Grounds

Work has begun on the Hydro-separator.

NEW BUSINESS

Action Item #1. Approval of 2021 Staff Holiday Party.

Trustee Whalen motioned to approve the 2021 Staff Holiday Party. Trustee Meyers seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Patricia Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #1. Youth Advisory Council Report.

Patrick Sullivan, YAC Representative shared that the council had their first in person meeting. The Fairy Tale Theater had 30 attendees in person and 30 Virtual attendees for each of their 2 shows. Patrick suggested changing the program details to make them less formal sounding to help encourage membership.

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

The upcoming Shred event was discussed. The election of officers took place. The officers remained the same.

Informational Item #3 September 2021 Departmental Reports.

The Departmental Report was noted.

Informational Item #4 September 2021 Program Publicity Reports.

Trustee Adaranijo commented on how inclusive the newsletter is looking. Assistant Director Schroeder shared that this is due to staff and Graphic Designer Kevin Palys chooses images well.

OLD BUSINESS

No report.

PRESIDENTS REPORT

No report.

ADJOURNMENT

Trustee Hess-Wojcik motioned to adjourn the meeting at 7:44 p.m. Trustee Daniels seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President