

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 1, 2021 – 7:00 p.m.**

**MEMBERS PRESENT**

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

**LIBRARY STAFF PRESENT**

Zach Musil, Director  
Sarah Schroeder, Assistant Administrator  
Jennifer Schulien, Business Office Assistant  
Graham Dostal, Adult Services Assistant Manager

**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**

Emily Conneely and Serena Naji were in attendance from the YAC Group. Nick Bava, an Auditor from Sikich was introduced. Graham Dostal was in attendance.

**APPROVAL OF MINUTES**

**Action Item #1 Approval of the October 27, 2021 Regular Board Meeting Minutes**

Trustee Meyers motioned to approve the Regular Board Meeting Minutes from October 27, 2021 Tinley Park Public Library Board of Trustees Meeting. Trustee Miller seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Ayes: All. Nays: None. Motion carried.

**CORRESPONDENCE**

No report.

**FINANCIAL REPORT**

**Action Item #1 Accept and Place on File the FY 2021 Audit with Presentation from Auditor, Sikich. Final Audit.**

Nick Bava, from Sikich gave a presentation discussing the Library's audit. He explained that they look at all changes and financial issues. Trustee Meyers asked Nick about their fraud inquiry procedures and investment turnover.

Trustee Hess-Wojcik motioned to accept and place on file the FY 2021 Audit. Trustee Miller 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 October 2021 Financial Report.

Trustee Miller noted that we received more tax revenue than anticipated. Director Musil stated this can happen when budgeting anticipated revenue conservatively.

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

Action Item #3 Approval of Bills List from 10/18/2021 through 11/22/2021 in the amount of \$419,433.62.

Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: October 18, 2021 thru November 22, 2021 in the dollar amount of **\$419,433.62**. Trustee Adaranijo 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. November 2021.

Trustee Hess-Wojcik asked about the Bookmobile Safety Upgrades. Director Musil shared these were lighting upgrades and safety stickers. Trustee Adaranijo inquired about the Cardno invoice listed in the expenditure report. Director Musil explained there were plantings done for the spring. It was asked to have dates added that show the time periods for invoices.

Informational Item #2 October 2021 Statistics.

It was shared the Museum passes are limited at this time.

Informational Item #3 Orland Hills Board Meeting

Director Musil will attend a meeting in early 2022.

Informational Item #4 Staff Updates

Staff updates were noted. Karen Palys, Part-Time Technical Services Clerk, retired on November 1, 2021 after 25 years. Jessica Rutka was promoted to a Full-Time Technical Services Clerk effective November 1, 2021.

### Informational Item #5 Building and Grounds

D&M Architecture has been caulking windows. The Meeting Room and Garage egress doors have had repairs made due to rust issues. There are upcoming landscaping invoices from Christy Webber that were received together. The invoiced amounts are what was expected.

### NEW BUSINESS

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

Trustee Meyers motioned to approve keeping the following Closed Session Minutes closed: August 25, 2021; 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 recently concluded Library Director search process. Trustee Miller 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.

#### Action Item #2. Approval of Staff In-Service Day on Friday, March 25, 2022.

Trustee Meyers motioned to approve of the Staff In-Service Day on Friday, March 25, 2022. Trustee Adaranijo seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Ayes: All. Nays: None. Motion carried.

#### Action Item #3. Approval of Food for Fines for National Library Week 4/3/22-4/9/22.

Trustee Hess-Wojcik inquired if we still charged fines. Trustee Adaranijo asked how Auto Renewals worked and Assistant Director Schroeder explained.

Trustee Hess-Wojcik motioned to approve Food for Fines for National Library Week 4/3/22-4/9/22. Trustee Adaranijo seconded. . Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Ayes: All. Nays: None. Motion carried.

#### Action Item #4. Discussion and Consideration of Approving Managed Information Technology Services Contract.

Discussion took place and recommendations were given by the Board as well as by Director Musil and Assistant Director Schroeder about how to best move forward with the Technology Contract.

Trustee Hess-Wojcik motioned to resolve the Logical Technical Services contract as soon as feasible and to have Outsource Solutions Group onboard as soon as possible. Trustee Meyers seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Ayes: All. Nays: None. Motion carried.

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

Emily Conneely and Serena Naji shared the High School club will be having their Christmas Party on December 7<sup>th</sup> to discuss the books read this year. The YAC Yule Ball will be held on December 14, 2021 which has a Harry Potter theme. 14 people made decorations for the event. There will be a Retro Video game night played on mini Super Nintendo's. The Subscription boxes have schedules added so members can see what other events are being held.

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

The Friends are in need of general fiction books for adults.

Informational Item #3 November 2021 Departmental Reports.

The Departmental Report was noted.

Informational Item #4 November 2021 Program Publicity Reports.

The newsletter looks good. Trustee Miller commented the Blind Date with a Great Book was a good idea.

Informational Item #5. Assistant Director's Report. November 2021.

The report was noted.

**OLD BUSINESS**

No report.

**PRESIDENTS REPORT**

President Hannon wished everyone a Merry Christmas and a Happy New Year.

**ADJOURNMENT**

Trustee Whalen motioned to adjourn the meeting at 8:11 p.m. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President