

AMENDED

TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 25, 2022 – 7:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Barbara Rose Whalen, Brad Daniels

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

No guests were present.

APPROVAL OF MINUTES

Action Item #1. Approval of the April 27, 2022 Regular Board Meeting Minutes.

Trustee Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from the April 27, 2022 Tinley Park Public Library Board of Trustees Meeting. Trustee Adaranijo seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Pat Adaranijo. Nays: None. Motion carried.

CORRESPONDENCE

Director Musil shared that the first installment for the Orland Hills Library District contract has been requested.

FINANCIAL REPORT

Action Item #1 Approval of the April 2022 Financial Report.

Trustee Meyers motioned to approve the April 2022 Financial Report. Trustee Miller seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #2 Approval of Bills List from 04/18/2022 through 05/17/2022 in the amount of \$485,475.92.

Trustee Miller inquired about the vendor Christy Webber Landscaping. Director Musil shared that they perform landscape maintenance and plantings, and the Library works with Site Design to oversee them. Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: April 18, 2022 thru May 17, 2022 in the dollar amount of **\$485,475.92**. Trustee Miller seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

DIRECTOR'S REPORT

Informational Item #1 Director's Report. May 2022.

Director Musil shared that the physical servers would need to be replaced sooner than originally anticipated. Trustee Adaranijo asked the Library to keep track of the usage of the databases to help with cost benefit analysis. Director Musil acknowledged this would be possible.

Informational Item #2 April 2022 Statistics.

Trustee Meyers noted that book circulation is down from last year.

Informational Item #3 Orland Hills Board Meeting

Director Musil and Assistant Director Schroeder will attend the Orland Hills Library Board Meeting in July.

Informational Item #4 Staff Updates

Caitlin Ruebe began her position as a Part-Time Circulation Clerk on May 20, 2022. Amanda Litko started her position as a Part-Time Youth Services Assistant on May 23, 2022. Matthew Morrison will begin his position as the Full-Time Facilities Assistant on June 14, 2022. Lauren O'Donnell has resigned her position as a Part-Time Circulation Clerk as of May 18, 2022. Barb Balcerzak has tendered her resignation effective June 11, 2022. MaryAnn Pyrzynski is retiring on May 31, 2022 as the Full-Time Circulation Manager after 21 years. Rakhshanda Ahmad is retiring on May 31, 2022 as a Full-Time Youth Services Assistant after 21 years. Pat O'Dwyer is retiring on June 3, 2022 as the Full-Time Facilities Manager after 18 years. Tracy Serafino has been promoted to Full-Time Circulation Services Manager effective June 1, 2022. Kathryn McCabe has been promoted to the Full-Time Assistant Circulation Services Manager as of June 1, 2022. Julie Kuna-Kullman has been promoted to Full-time Circulation Assistant on June 1, 2022. Robert Serafino has been promoted to Full-Time Facilities Manager effective June 4, 2022.

Informational Item #5 Building and Grounds.

Director Musil shared the south windows have been repaired.

NEW BUSINESS

Action Item #1. Deaccession of Library Equipment. Memo.

Trustee Meyers motioned to deaccess the noted library equipment. Trustee Adaranijo seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #2. Approval of Revisions to the Meeting Room Policy. Memo.

Discussion of the revisions took place. Trustee Miller motioned to approve the Revisions to the Meeting Room Policy. Trustee Meyers seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion Carried.

Informational Item #1 Youth Advisory Council Report.

No report.

Informational Item #2 Friends of the Library Report. May 2022.

Director Musil shared the Board's appreciation for the purchase of the Language Translators was conveyed to the Friends.

Informational Item #3 May 2022 Departmental Reports.

The Departmental Reports were noted.

Informational Item #4. May 2022 Program Publicity Reports.

The report was noted.

Informational Item #5. Assistant Director's Report.

The report was noted.

Informational Item #6. Demonstration of OnBoard Software. Memo.

The demonstration of software was shown to the Board.

OLD BUSINESS

No Report.

PRESIDENTS REPORT

No Report

ADJOURNMENT

President Hannon motioned to adjourn the meeting at 7:38 p.m. Trustee Hess-Wojcik seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President