

TINLEY PARK PUBLIC LIBRARY
BOARD AGENDA
July 27, 2022 – 7:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Gina Miller

LIBRARY STAFF PRESENT

Zach Musil, Director
Sarah Schroeder, Assistant Director
Lynette Williams, Business Office Manager -Benefits Coordinator

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 Miller was absent.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

Patrick Sullivan from the YAC group was present.

APPROVAL OF MINUTES

Action Item #1 Approval of the June 22, 2022, Minutes

Trustee Whalen motioned to approve the regular minutes of the June 22, 2022, Tinley Park Public Library Board of Trustees meeting. Trustee Hess-Wojcik seconded. Ayes: All Nays: None. Motion carried.

CORRESPONDENCE

Correspondence was noted.

FINANCIAL REPORT

Action Item #1 Approval of the June 2022 Financial Report

The Library Board reviewed the June 2022 Financial Report. Trustee Meyers motioned to approve the report as submitted. Trustee Whalen seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #3 Approval of Bills List from 6/14/2022 through 7/14/2022 in the amount of \$445,817.33

Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: June 14, 2022, thru July 14, 2022, in the dollar amount of **\$445,817.33**. Trustee Meyers seconded. Roll call vote: Ayes: Catherine Hannon, 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. July 2022

The Director's report was noted.

Trustee Adaranijo asked about the children's music garden. Director Musil shared that he has initiated preliminary discussions exploring the possibility of an outdoor children's music garden and program area along the library's prairie path. This would also be an opportunity to align with the Village of Tinley Park's music branding, and supports the library's strategic plan.

Trustee Adaranijo asked about the installation of a people counter camera. Director Musil shared that this would replace the existing infrared beam door counter that is failing with a more accurate camera at the doorway that counts the number of patrons coming into the library. Director Musil also stated that the people counter camera provide better reports on what times of day or days of the week are more popular.

Trustee Daniels asked about the Workman Comp audit. Director Musil shared the audit is performed to gather up-to-date information on number of employees and positions and ensure adequate coverage.

Informational Item #2 June 2022 Statistics

The June 2022 Statistics report was noted.

Informational Item #4 Orland Hills Board Meeting

No report.

Informational Item #5 Staff Updates

Staff updates were noted.

Informational Item #5 Building and Grounds

Director Musil shared with the Board of Trustees that the library van was involved in an accident in which our driver was not at fault. The library is waiting to hear from insurance and a collision service center to see whether that damages can be repaired. Our employee thankfully only suffered minor injuries.

NEW BUSINESS

Action Item #1. Deaccession of Library Equipment

Trustee Whalen motioned to approve the Deaccession of Library Equipment. Trustee Adaranijo seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of Assistant Youth Services Manager Job Description. Memo

Trustee Whalen motioned to approve the Assistant Youth Services Manager Job Description. Trustee Daniels seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #3 Approval of Resolution Authorizing End of Fiscal Year 2022 Transfer from General Operating Fund into Capital Fund. Memo

Director Musil shared with the Board of Trustees the amount of the transfer was based off the new fund balance policy and takes into consideration anticipated property tax delays this year. Trustee Meyers addressed language usage in the attached memo. Discussion took place. A recommendation for alternative language to be used in future correspondence was discussed. Director Musil shared the process in the transfer of the money.

Trustee Whalen motioned to approve the Resolution Authorizing End of Fiscal Year 2022 Transfer of \$1,300,000 from General Operating Fund into Capital Fund. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #1 Youth Advisory Council Report

Youth Advisory Council Report was noted. Patrick Sullivan, YAC representative gave his report. Patrick shared with the Board of Trustees the Fairy Tale Theater show went very well and they had a full audience at each show. Patrick shared with the Board of Trustees other programs the YAC group held and were very successful. Patrick shared at their last YAC meeting videos were shown of members playing instruments.

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

No report.

Informational Item #3 July 2022 Departmental Reports

Departmental reports were noted. It was shared with the Board of Trustees an outdoor evening yoga program is taking place this evening. Assistant Director Schroeder shared we did an outdoor evening program last year as well.

Informational Item #4 July 2022 Program Publicity Reports

The July 2022 Program Publicity Reports were noted. Trustee Meyers asked about the amount of people reached through Facebook and Instagram ads. Assistant Director Schroeder explained to the Board of Trustees a “reach” indicates the number of unique people who have seen an ad or post but did not engage. She also explained that “link clicks” indicate the unique clicks on an ad or post.

Informational Item #6 Assistant Director Report.

Assistant Director Report was noted.

OLD BUSINESS

No report.

PRESIDENTS REPORT

No report.

ADJOURNMENT

Trustee Meyers motioned to adjourn the meeting at 7:44 p.m. Trustee Whalen seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President