

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
June 22, 2022 – 7:00 p.m.**

**MEMBERS PRESENT**

Cathy Hannon, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo

**MEMBERS ABSENT**

Gina Miller, 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**

Patrick Sullivan from the YAC group was present.

**APPROVAL OF MINUTES**

**Action Item #1. Approval of the May 25, 2022 Regular Board Meeting Minutes.**

Trustee Adaranijo asked to have a statement amended. Trustee Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from the May 25, 2022 Tinley Park Public Library Board of Trustees Meeting with the amendment. Trustee Adaranijo seconded. Ayes: Cathy Hannon, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

**CORRESPONDENCE**

No Report.

**FINANCIAL REPORT**

**Action Item #1 Approval of the May 2022 Financial Report.**

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

Action Item #2 Approval of Bills List from 05/18/2022 through 06/13/2022 in the amount of \$243,898.27.

Trustee Adaranijo motioned to approve the bills list for the dates and amounts as follows: May 18, 2022 thru June 13, 2022 in the dollar amount of **\$243,898.27**. Trustee Meyers seconded. Roll call vote: Ayes: Cathy Hannon, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

## **DIRECTOR'S REPORT**

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

President Hannon inquired about the payment to Pulse Design Inc. Director Musil shared that this was a partial payment for sign bases and that we are still waiting for installation quotes and printed panels.

### Informational Item #2 May 2022 Statistics.

Trustee Adaranijo noted that the Bookmobile statistics are lower compared to 2019. Director Musil shared that 2019 was pre-pandemic and Covid has affected library statistics overall.. Director Musil also shared that the Bookmobile is not fully staffed at this time. Staff members from other departments are assisting with stops.

### Informational Item #3 Orland Hills Board Meeting

Director Musil and Assistant Director Schroeder are scheduled to attend the Orland Hills Library Board Meeting in July, but this could change at the request of the Orland Hills Library Board.

### Informational Item #4 Staff Updates

Stephanie Azzaline began her position as the Part-Time Interlibrary Loan Clerk on June 20, 2022. Yvette Curtis has been promoted to Full-Time Youth Services Assistant effective July 11, 2022.

### Informational Item #5 Building and Grounds.

Director Musil shared that he and Assistant Director Schroeder walked the grounds with Mitch Murdock from Site Design. There are 2 Maple trees, one by the staff entrance and the other near the park, that are dying. Site Design will work with landscapers Christy Webber to have these replaced.

## **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, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

### Action Item #2. Review and Approval of Closed Session Minutes.

After review, a recommendation has been made by Board Secretary Hess-Wojcik to keep closed the following Closed Session Minutes:

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 25, 2005. These minutes relate either to past litigation involving the Library or the recently concluded Library Director search process.

After review, a recommendation has been made by Board Secretary Hess-Wojcik to open the following Closed Session Minutes:

February 23, 2022. The minutes from this meeting relate to staff compensation for FY 2023.

A correction was made to the memo to reflect opening the February 23, 2022 Closed Session Minutes. Trustee Meyers motioned to approve the amended memo and Closed Session Minutes as recommended. Trustee Hess-Wojcik seconded. Ayes: Cathy Hannon, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

### Action Item #3. Approval of Fund Balance Policy. Memo.

Trustee Whalen joined the meeting at 7:16.

Discussion took place regarding the policy. President Hannon motioned to approve the Fund Balance Policy as presented. Trustee Hess-Wojcik seconded. Trustee Meyers motioned to approve the Fund Balance Policy with amended language that would replace the word “may” with “shall” in the first paragraph. Second: None. Director Musil shared that a formal resolution will be needed to make this transfer and this policy needs to be in place first. Roll Call vote to approve the Fund Balance Policy as presented: Ayes: Cathy Hannon, Laura Hess-Wojcik, Pat Adaranijo. Nays: Darren Meyers Abstention: Barbara Rose Whalen. Motion carried.

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

Patrick Sullivan gave the Youth Advisory Council Report. The YAC programs are going well. The Show and Tell program was a lot of fun. Café Ole has many new members. Fairy Tale Theater is presenting the Wizard of Oz. 20 teens are involved in the cast and crew with members in grades 7-12. Tickets will be available July 1 with performances on July 15 and 16, 2022. There are 57 volunteers for Summer Reading. Students can write book reviews for service hours that are published and available at the Youth Services Desk.

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

Director Musil shared the Friends have decided not to do their book packages this year due to low donations.

### 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.

**OLD BUSINESS**

No Report.

**PRESIDENTS REPORT**

No Report

**ADJOURNMENT**

Trustee Adaranijo motioned to adjourn the meeting at 7:49 p.m. Trustee Hess-Wojcik seconded.  
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

---

Secretary

---

President