

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 24, 2022 – 7:00 p.m.**

MEMBERS PRESENT

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

MEMBERS ABSENT

Darren Meyers

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

There was special recognition of the participants of the Tinley Park's 2022 Benches on the Avenue Best New Artist Award. In attendance was Eleanor Barrett, Jon, Gretchen, Samantha, and Jade Jeffries, Lucy Kiffmeyer and guest, Grace Garrity, Sally and Thomas Poremba, Nancy Hueimmer and Jillian and Susan Porter Marshall. Certificates and gift cards were presented to Jillian Marshall, Grace Garrity, Jade Jeffries, Samantha Jeffries, Eleanor Barrett, Lucy Kiffmeyer, Veronica Evans, and Sara Schuler by the Board of Trustees. Also, in attendance receiving certificates were staff members Clarice Pelczarski and Bob Serafino. Patrick Sullivan from the YAC group was present.

APPROVAL OF MINUTES

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

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

CORRESPONDENCE

No Report.

FINANCIAL REPORT

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

Trustee Hess-Wojcik motioned to approve the July 2022 Financial Report. Trustee Whalen seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2 Approval of Bills List from 07/18/2022 through 08/16/2022 in the amount of \$371,003.54.

Trustee Adaranijo inquired about the charge to Outsource Solutions Group for laptops. Director Musil shared these replaced the end-of-life laptops in the Computer Classroom. Trustee Miller asked about the charge to Midwest Applied Solutions. Director Musil shared that this was for the purchase of UV sterilizing lightbulbs in the air handling unit. Trustee Adaranijo motioned to approve the bills list for the dates and amounts as follows: July 18, 2022 thru August 16, 2022 in the dollar amount of **\$371,003.54**. Trustee Miller seconded. Roll call vote: Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

DIRECTOR'S REPORT

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

The Director's Report was noted.

Informational Item #2 July 2022 Statistics.

The Statistical report was noted.

Informational Item #3 Orland Hills Board Meeting

Director Musil and Assistant Director Schroeder are planning to attend the Orland Hills Library Board Meeting in September.

Informational Item #4 Staff Updates

Kathy Schumacher has started her position as a Part-Time Circulation Clerk on August 15, 2022. Shannon Leyva has resigned her position as a Full-Time Outreach Assistant as of August 2, 2022. Dominic Ricobene has resigned his position as a Part-Time Reference Librarian as of August 21, 2022. Jennifer Lowe has been promoted to Full-Time Youth Services Assistant Manager as of August 7, 2022.

Informational Item #5 Building and Grounds.

Director Musil shared that he and Bob Serafino had been in the building over the weekend due to problems with the air conditioning unit that is responsible for cooling the LAN room year-round. Keeping this room cool is a priority as overheating the LAN room could lead to the Library servers shutting down. F.E. Moran has been working with us to identify and resolve the issue.

Informational Item #6. Strategic Plan FY2022, Q1 Report. Memo.

The Board of Trustees were pleased with this report.

NEW BUSINESS

Action Item #1. Deaccession of Library Equipment.

Trustee Daniels motioned to deaccess the noted library equipment. Trustee Whalen seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2. Approval of 2022 Staff Holiday Party. Memo.

This year's Holiday party will be held at Ottimo's in Orland Park. Trustee Daniels asked if \$30.00 per person was enough with known increases. President Hannon motioned to increase the amount per person to \$35.00. Trustee Whalen seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #1 Youth Advisory Council Report.

Patrick Sullivan gave the Youth Advisory Council Report. The YAC programs are going well. They had a Shark Tank themed program with ideas presented to YAC Alumni. There was a virtual College Planning program with information about FAFSA and looking at colleges. There was a YAC After Dark program as well as a DIY Make your own ice cream program. 247 teens participated in the Summer Reading program. 117 fully finished the 40 hours.

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

Director Musil shared the Friends will have their next meeting in September.

Informational Item #3 August 2022 Departmental Reports.

The Departmental Reports were noted. Trustee Miller shared she thinks the Shelfie idea is good.

Informational Item #4. August 2022 Program Publicity Reports.

The report was noted.

Informational Item #5. Assistant Director's Report.

Trustee Miller noted the circulation statistics are back to pre-pandemic numbers. Director Musil shared the SWAN has been monitoring circulation stats during this time.

OLD BUSINESS

President Hannon inquired about the proposed music area. Discussion took place.

PRESIDENTS REPORT

No Report

ADJOURNMENT

President Hannon motioned to adjourn the meeting at 7:31 p.m. Trustee Whalen seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President