

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 26, 2022 – 7:00 p.m.**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Cathy Hannon

**LIBRARY STAFF PRESENT**

Zach Musil, Director  
Sarah Schroeder, Assistant Director  
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**

No guests were present.

**NEW BUSINESS**

**Action Item #1. Consideration of Library Space Audit from ThirdWay. Proposal. Presentation.**

David Vinjamuri from ThirdWay Branding gave a virtual presentation over Zoom to discuss a Library Space Audit. The audit would use observational data, circulation reports, and visitor statistics to evaluate how patrons currently use library spaces, to plan improvements to these spaces, and to better merchandise the library's collection within these spaces. Trustee Daniels asked if there are any studies from libraries that have used these techniques previously to see if things have improved. Currently there are no such studies. Trustee Meyers asked what other aspects would be used. It was shared that zone placements and pathways would be evaluated as well as interviewing staff to see what information they observe. Mr. Vinjamuri was thanked for his presentation and his time.

**Informational Item #1. Database Usage Report.**

Adult Services Assistant Manager Graham Dostal gave his presentation discussing the usage of databases offered by the library. There is a database committee that reviews this information and are working to create a standardized metric that would be representational of all databases. Recommendations would be made by the committee and presented to Director Musil and Assistant Director Schroeder when discussing renewals of these databases. The Board expressed their appreciation of this report and its potential to help the library with future decision-making.

## **APPROVAL OF MINUTES**

### **Action Item #1. Approval of the September 28, 2022 Regular Board Meeting Minutes.**

Trustee Daniels motioned to approve the Regular Board Meeting Minutes from the September 28, 2022 Tinley Park Public Library Board of Trustees Meeting. Trustee Hess-Wojcik seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

## **CORRESPONDENCE**

None.

## **FINANCIAL REPORT**

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

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

### **Action Item #2 Approval of Bills List from 09/23/2022 through 10/18/2022 in the amount of \$244,997.00.**

Trustee Miller inquired about the Morgan Birge expense. Director Musil shared that this is the vendor that manages the library's phone system. Trustee Meyers motioned to approve the bills list for the dates and amounts as follows: September 23, 2022 thru October 18, 2022 in the dollar amount of **\$244,997.00**. Trustee Whalen seconded. Roll call vote: Ayes: 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. October 2022.**

Discussion took place regarding architectural services. Director Musil shared the process required by law to establish a relationship with a new architect. Director Musil and Assistant Director Schroeder will begin researching and preparing a Request for Qualifications (RFQ) for Architectural Services. Trustee Hess-Wojcik shared her thoughts regarding HR Source recommendations pertaining to the Strategic Plan and competitive compensation. The Board expressed that the library should continue regular benchmarking but that competitive pay adjustments addressing equity should be made internally in conjunction with regular evaluations and does not need to be provided as an additional outsourced service. Director Musil shared the library is due to review benchmarking with the next fiscal year.

### **Informational Item #2 September 2022 Statistics.**

The Statistical report was noted.

### Informational Item #3 Orland Hills Board Meeting

No report.

### Informational Item #4 Staff Updates

Ava Brescia began her position as a Part-Time Circulation Clerk on October 7, 2022. Serena Naji began her position as a Part-Time Shelver on October 14, 2022. Savanna Henderson started her position as a Full-Time Outreach Assistant on October 17, 2022. Dominique Brown began her position as a Part-Time Adult Reference Librarian on October 25, 2022. Danyelle Clements will start her position as a Full-Time Digital Content Coordinator on December 12, 2022.

### Informational Item #5 Building and Grounds.

The fountain has been turned off for the season. The parking lot striping and crack sealing has been finished.

## **NEW BUSINESS**

### Action Item #1. Consideration of Library Space Audit from ThirdWay. Proposal. Presentation.

Discussion took place regarding the audit from ThirdWay. The Board recommended this audit be done closer to the renovation so the library has more current information and that ThirdWay provide three references review. Trustee Daniels motioned to table this item and revisit it in six months. Trustee Meyers seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

### Action Item #2. Approval of Revisions to the Employee Personnel Policies and Procedures Handbook. Memo.

Trustee Daniels mentioned an issue with work authorization status. It was suggested the attorney be consulted before a vote is taken regarding these changes next month.

### Action Item #3. Approval of Revisions to Internet Access and Computer Use Policy. Memo.

Trustee Daniels motioned to approve the Revisions to Internet Access and Computer Use Policy. Trustee Meyers seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

### Action Item #4. Approval of Library Events and Program Policy. Memo.

Trustee Daniels motioned to approve the Library Events and Program Policy. Trustee Meyers seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

### Action Item #5. Approval of Staff In-Service Day on Friday, March 17, 2023. Memo.

Trustee Hess-Wojcik motioned to approve the Staff In-Service Day on Friday, March 17, 2023. Trustee Meyers seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #1 Database Usage Report.

This item was presented earlier in the meeting.

Informational Item #2 Youth Advisory Council Report.

No report.

Informational Item #3 Friends of the Library Report. October 2022.

Trustee Miller inquired about the Unforeseen Expenses to the Friends. This was due to a banking error by Old National Bank.

Informational Item #4. October 2022 Departmental Reports.

The report was noted.

Informational Item #5. Program Publicity Report.

The report was noted.

Informational Item #6. Assistant Director's Report, October 2022.

The report was noted.

**OLD BUSINESS**

No Report.

**PRESIDENTS REPORT**

A date was discussed to have a special meeting regarding the levy. A tentative date has been chosen for November 28, 2022 at 6:30 pm.

**ADJOURNMENT**

Trustee Hess-Wojcik motioned to adjourn the meeting at 8:42 p.m. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President