

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 7, 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

Tinley Park resident Sue Tilton was in attendance to observe the meeting.

APPROVAL OF MINUTES

Action Item #1. Approval of the October 26, 2022 Regular Board Meeting Minutes.

Trustee Miller motioned to approve the Regular Board Meeting Minutes from the October 26, 2022 Tinley Park Public Library Board of Trustees Meeting with a small amendment. Trustee Meyers seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #2. Approval of the November 28, 2022, Special Board Meeting Minutes.

Trustee Hess-Wojcik motioned to approve the Special Board Meeting Minutes from the November 28, 2022 Tinley Park Public Library Board of Trustees meeting. Trustee Adaranijo seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

CORRESPONDENCE

None.

FINANCIAL REPORT

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

Trustee Meyers motioned to approve the October 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 10/19/2022 through 11/15/2022 in the amount of \$349,161.59.

Trustee Miller inquired about the MetLife Insurance payment. Director Musil explained this was due to a switch in dental insurance providers and was a one-time adjustment in the payment schedule due to the transition from Blue Cross Blue Shield to MetLife. A payment was made to Christy Webber for flower bed enhancements which finishes out the contract. Trustee Miller also asked about the overage charges to Martin Whalen. Director Musil shared that during the pandemic printing was down and the allotments were lowered. Now that the pandemic has eased, foot traffic in the library is increasing, staff are providing more programs and events, and printing has therefore increased, causing the overage. Director Musil and Assistant Director Schroeder are working with the representative from Martin Whalen to adjust the page allotments in the contract in an attempt to prevent future overages. Trustee Meyers motioned to approve the bills list for the dates and amounts as follows: October 19, 2022 thru November 15, 2022 in the dollar amount of **\$349,161.59**. Trustee Adaranijo 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. December 2022.

Discussion took place regarding replacing thin clients to move to a new server environment. The Board was in favor of this transition and encouraged Library Administration to move forward with the replacements

Informational Item #2 October 2022 Statistics.

The Statistical report was noted.

Informational Item #3 Orland Hills Board Meeting

No report.

Informational Item #4 Staff Updates

Charia Cartman began her position as a Part-Time Youth Services Assistant on November 7, 2022. Janice Manikowski resigned her position as a Part-Time Circulation Clerk on November 26, 2022.

Informational Item #5 Building and Grounds.

Director Musil explained the new testing requirements for the building's elevators. High Rise Security Systems, LLC will be making the necessary repairs.

Informational Item #6 Strategic Plan FY2022, Q2 Report. Memo.

The Board is very pleased with the report.

NEW BUSINESS

Action Item #1. Deaccession of Library Equipment.

Trustee Meyers motioned to deaccess the noted library equipment. Trustee Miller seconded. Ayes: Cathy Hannon, Gina Miller, 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:

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, 2006; February 22, 2006; and October 26, 2005. These minutes relate to past litigation. It has also been recommended to keep closed the following Closed Session Minutes: August 25, 2021; May 26, 2021; February 24, 2021; February 20, 2021; January 30, 2021; and November 2, 2020. The minutes from these meetings relate to the Library Director search process.

President Hannon motioned to keep closed the recommended Closed Session minutes. Trustee Meyers seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

Action Item #3. Approval of Food for Fines for National Library Week 4/23/23-4/29/23.

Trustee Miller motioned to approve Food for Fines for National Library Week 4/23/23-4/29/23. Trustee Hess-Wojcik 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. November 2022.

The report was noted.

Informational Item #3. November 2022 Departmental Reports.

The report was noted.

Informational Item #4. Program Publicity Report.

The report was noted.

Informational Item #5. Assistant Director's Report, December 2022.

Discussion took place regarding the recent levy and troubleshooting the digital monitors.

Informational Item #6. FY23 Per Capita Grant Application.

Noted.

Informational Item #7. Construction Delivery Methods and Draft RFQ for Architectural Services. Draft RFQ. Memo.

Director Musil wants the Board to have ample time to review the materials for these services. Director Musil shared the appeal of using a Construction manager and how this service could have been helpful with previous projects. If the Board is interested, a presentation could be made at a future meeting.

OLD BUSINESS

Action Item #1. Approval of Revisions to the Employee Personnel Policies and Procedures Handbook. Memo.

Trustee Adaranijo motioned to approve revisions to the Employee Personnel Policies and Procedures Handbook. Trustee Hess-Wojcik seconded. Ayes: Cathy Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo. Nays: None. Motion carried.

PRESIDENTS REPORT

Discussion took place regarding a virtual presentation on parliamentary procedure attended by Trustee Adaranijo. The Board discussed whether to modify its procedures to follow section 49:21 "Procedure in Small Boards" in the most recent revision to Robert's Rules of Order that would eliminate the need for motions to be seconded. The Board felt that there was no need to change procedures at this time..

ADJOURNMENT

Trustee Hess-Wojcik motioned to adjourn the meeting at 7:47 p.m. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President