

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 25, 2023 – 7:00 p.m.**

MEMBERS PRESENT

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

MEMBERS ABSENT

Cathy Hannon, Barbara Rose Whalen

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

Nick Bava from Sikich was in attendance to discuss the library's audit report.

FINANCIAL REPORT

Action Item #1. Accept and Place on File the FY 2022 Audit with Presentation from Auditor, Sikich. Final Audit.

Nick Bava of Sikich discussed the library's annual financial report. The audit went well and received a clean opinion. Discussion took place regarding the audit as well as possibly adding a Management Discussion and Analysis letter to the report in the future.

Trustee Meyers motioned to Accept and Place on File the FY 2022 Audit. Trustee Daniels seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

CORRESPONDENCE

None.

APPROVAL OF MINUTES

Action Item #1. Approval of the December 7, 2022 Regular Board Meeting Minutes.

Trustee Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from the December 7, 2022 Tinley Park Public Library Board of Trustees Meeting. Trustee Adaranijo seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

FINANCIAL REPORT

Action Item #2 Approval of the November 2022 Financial Report.

Trustee Daniels inquired about a difference in the bond payoff amount. Director Musil will discuss this with the Village to get an explanation. The Board also asked Administration to reach out to the Village for clarification on the difference between the two tables appearing on the first page of the financial report. This item was tabled until the February Board Meeting.

Action Item #3 Approval of the December 2022 Financial Report.

Trustee Daniels motioned to approve the December 2022 Financial Report. Trustee Hess-Wojcik seconded. Roll call vote: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #4 Approval of Bills List from 11/15/2022 through 01/16/2023 in the amount of \$834,573.58.

Trustee Miller inquired about whether the library has a vendor or supplier for purchasing equipment such as the Roku units at cost. Director Musil shared that for purchases like this we do not have a vendor and purchase items from vendors where the items are available. Trustee Daniels asked if the streaming devices will be circulated with any type of parental or content controls. The Board encouraged Library Administration to reach out to counsel for clarification on whether the library could be held liable for minors viewing age-inappropriate content on streaming media devices. Trustee Miller inquired about the printing overage payment made to Martin Whalen. Director Musil explained that this payment was made for the overages that had already occurred. The contract has been changed to reflect current printing levels so an overage should not occur again. Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: November 15, 2022 through January 16, 2023 in the dollar amount of **\$834,573.58**. Trustee Meyers seconded. Roll call vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #1. FY2023 Year End Estimates.

The report was noted.

DIRECTOR'S REPORT

Informational Item #1 Director's Report. January 2023.

The Director's Report was noted.

Informational Item #2 November 2022 Statistics.

The Statistical report was noted.

Informational Item #3 December 2022 Statistics.

The December statistical report was noted.

Informational Item #4 Orland Hills Board Meeting

No report.

Informational Item #5 Staff Updates

Nicolette Kitley began her position as a Part-Time Circulation Clerk on January 5, 2023. It was noted that Nicolette has prior library experience.

Informational Item #6 Building and Grounds.

Director Musil shared that a few projects will be done before the end of the fiscal year such as replacing the book drops, mats being replaced in the entryway and a door to the chiller that is sticking will be replaced.

NEW BUSINESS

Action Item #1. Deaccession of Library Equipment.

Trustee Meyers motioned to deaccess the noted library equipment. Trustee Daniels seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2. Approval of RFQ for Architectural Services.

Director Musil and Assistant Director Schroeder shared the proposed timeline for this process. The timeline should align with the beginning of the new fiscal year. Board members would be needed for interviewing potential firms. Trustee Meyers motioned to approve the RFQ for Architectural Services. Trustee Daniels seconded. Roll call vote: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #3. Approval of Committee of the Whole Meeting on February 22, 6:30pm – 7:00pm.

Trustee Daniels motioned to approve the Committee of the Whole Meeting on February 22, 6:30pm – 7:00pm. Trustee Meyers seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #1 Youth Advisory Council Report.

No report.

Informational Item #2 Friends of the Library Report. January 2023.

No report.

Informational Item #3. December 2022 Departmental Reports.

The report was noted.

Informational Item #4. January 2023 Departmental Reports

The report was noted.

Informational Item #5. December 2022/January 2023 Program Publicity Reports.

The report was noted.

Informational Item #6. Assistant Director's Report, January 2023.

The report was noted.

OLD BUSINESS

Brief discussion took place with previously absent board member at how the determination was made to increase the levy by three percent.

PRESIDENTS REPORT

No report.

ADJOURNMENT

Trustee Hess-Wojcik motioned to adjourn the meeting at 8:08 p.m. Trustee Adaranijo seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President