

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
March 22, 2023 – 7:00 p.m.**

**MEMBERS PRESENT**

Gina Miller, Vice President  
Darren Meyers, Treasurer  
Laura Hess-Wojcik, Secretary  
Pat Adaranijo  
Brad Daniels

**MEMBERS ABSENT**

Cathy Hannon, President  
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**

Terry Paggi, the Division Commander from the U.S. Auxiliary Coast Guard was in attendance to present a Certificate of Appreciation to Director Musil and the library for providing Recreational Boating Safety Information. Patrick Sullivan of the Youth Advisory Council is also in attendance.

**APPROVAL OF MINUTES**

**Action Item #1. Approval of the January 25, 2023 Regular Board Meeting Minutes.**

Trustee Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from the January 25, 2023 Tinley Park Public Library Board of Trustees Meeting. Trustee Meyers seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

**Action Item #2. Approval of the February 9, 2023 Special Board Meeting Minutes.**

Trustee Adaranijo motioned to approve the Special Board Meeting Minutes from the February 9, 2023 Tinley Park Public Library Board of Trustees Meeting. Trustee Hess-Wojcik seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #3. Approval of the February 9, 2023 Special Board Meeting Executive Session Meeting Minutes.

Trustee Meyers motioned to approve the Executive Session Meeting Minutes from the February 9, 2023 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.

**CORRESPONDENCE**

A Thank You letter was received from Comer Children's Hospital for donations.

**FINANCIAL REPORT**

Action Item #1. Approval of the January 2023 Financial Report.

Trustee Meyers motioned to approve the January 2023 Financial Report. Trustee Hess-Wojcik seconded. Roll Call Vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2. Approval of the February 2023 Financial Report.

Trustee Daniels noted the difference in the end balance between January and February of 2023. Director Musil shared this was due to the investment pool account. Trustee Hess-Wojcik motioned to approve the February 2023 Financial Report. Trustee Adaranijo seconded. Roll Call Vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #3. Approval of the Bills List from 01/17/2023 through 02/08/2023 in the amount of \$343,935.37.

Trustee Hess-Wojcik inquired about the payment to Bright Star Children's Theater. This was for a program in the Youth Services Department. Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: January 17, 2023 through February 8, 2023 in the dollar amount of \$343,935.37. Trustee Adaranijo seconded. Roll Call Vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #4. Approval of the Bills List from 02/14/2023 through 03/13/2023 in the amount of \$362,636.41.

Trustee Hess-Wojcik asked about the Promotional Items from Ed n' Joes. Director Musil shared this was for a gift card purchased as a prize for a reading challenge. Trustee Daniels inquired about the time span of February 8 through February 14, 2023 without any vouchers. Director Musil shared that invoices are paid as they come in and none were processed during that time. Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: February 14, 2023 through March 13, 2023 in the dollar amount of \$362,636.41. Trustee Meyers seconded. Roll Call Vote: Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #5. Approval of the FY2024 Budget in the Dollar Amount of \$8,961,905.00.

Trustee Hess-Wojcik motioned to approve the FY2024 budget in the dollar amount of \$8,961,905.00. Trustee Adaranijo seconded. Roll Call Vote: Ayes: Gina Miller, Laura Hess-Wojcik, Pat Adaranijo. Abstention: Darren Meyers, Brad Daniels. Nays: None. Motion carried.

## **DIRECTOR'S REPORT**

### Informational Item #1. Director's Report. February 2023 & March 2023.

Trustee Miller asked how long the contract with Orland Hills lasted. Director Musil shared the current contract extends through FY2025 but that it is expected to continue.

### Informational Item #2. January 2023 & February 2023 Statistics.

Noted.

### Informational Item #3. Orland Hills Board Meeting.

No report.

### Informational Item #4. Staff Updates.

Tiffany Kane resigned her position as a Part-Time Youth Services Assistant on February 3, 2023.

### Informational Item #5. Building and Grounds.

The exterior book drops were replaced last week during the staff in-service.

### Informational Item #6. Strategic Plan FY2023, Q3 Report. Memo.

The Strategic Plan was discussed.

## **NEW BUSINESS**

### Action Item #1. Approval of Resolution Authorizing Library Board Meeting Dates for FY2024.

Trustee Daniels motioned to approve the Resolution Authorizing Library Board Meeting Dates for FY2024. Trustee Meyers seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

### Action Item #2. Approval of 2024 Library Holiday Schedule.

Trustee Meyers motioned to approve the 2024 Library Holiday Schedule. Trustee Adaranijo seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

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

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

Action Item #4. Approval of Take-home Technology Circulation Policy and User Agreement. Memo.

Trustee Daniels motioned to approve the Take-home Technology Circulation Policy and User Agreement. Trustee Hess-Wojcik seconded. Ayes: Gina Miller, Laura Hess- Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #5. Approval of Revisions to the Social Media Policy. Memo.

Trustee Meyers motioned to approve Revisions to the Social Media Policy. Trustee Daniels seconded. Ayes: Gina Miller, Laura Hess-Wojcik, Darren Meyers, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #6. Review of Statements of Qualifications for Architectural Services and Selection of Top Firms.

Director Musil and Assistant Director Schroeder shared their thoughts after reviewing all the firms. Trustee Meyers shared his thoughts and provided guidance and expertise. Four firms have been highlighted as top firms: Product Architecture and Design, Williams, Engberg Anderson, and Studio GC. Interviews will move forward with these firms. Trustee Daniels motioned to further review the four firms selected Statements of Qualifications for Architectural Services. 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.

Patrick Sullivan shared the group was taking suggestions from teens about the spaces in the department, such as making the balcony study spaces for teens, moving the kitchenette into a better position, bringing back a rounded booth for seating or a conversation pit. The bench program has a list of 10 workers with a waiting list. The programs being offered are very popular, many with wait lists.

Informational Item #2. Friends of the Library Report. February 2023 & March 2023.

The Friends are working on scheduling a shredding event. They sponsored the bench the teens are constructing. They agreed to purchase Nintendo Switches and related materials for the Youth Services department, as well as branded earbuds to be handed out for computer use to the public.

Informational Item #3. February 2023 & March 2023 Departmental Reports.

Trustee Hess-Wojcik inquired about proctored exams. Director Musil shared we offer this service if it is needed. It was shared that Valerie Zulevic is doing a great job and attended strategic planning in School District 140.

Informational Item #4. February 2023 & March 2023 Program Publicity Reports.

The reports were noted.

Informational Item #5. Assistant Director's Report, February 2023 & March 2023.

The report was noted.

## **OLD BUSINESS**

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

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

## **PRESIDENTS REPORT**

No report.

## **ADJOURNMENT**

Trustee Hess-Wojcik motioned to adjourn the meeting at 7:41 p.m. Trustee Adaranijo seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President