

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 26, 2023 – 7:00 p.m.**

MEMBERS PRESENT

Cathy Hannon, President
Gina Miller, Vice President
Darren Meyers, Treasurer
Pat Adaranijo
Brad Daniels
Barbara Rose Whalen

MEMBERS ABSENT

Laura Hess-Wojcik, Secretary

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 7:07 p.m.

ROLL CALL

Roll call was taken.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

Robert Serafino, Facilities Manager, was in attendance. Patrick Sullivan from Youth Advisory Council was present. Brad Bettenhausen, Financial and Administrative Consultant to the Village of Tinley Park, was in attendance. Mitch Murdock from Site Design was present through Zoom to make a presentation. Elizabeth Stern was in attendance and expressed an interest in becoming a part of the Board of Trustees.

NEW BUSINESS

Informational Item #1. Site Design's Concept and Design of Outdoor Children's Prairie Garden & Story Walk. Presentation. Memo.

Mitch Murdock was present through Zoom to make a presentation to the Board of Trustees sharing some of the conceptual ideas for the garden and story walk. Board members asked some questions and discussed some of the aspects of the project. Site Design's next step is to prepare an opinion of probable cost for the concept design that will be shared with the board. .

APPROVAL OF MINUTES

Action Item #1. Approval of the March 22, 2023 Committee of the Whole Minutes.

Trustee Daniels motioned to approve the Committee of the Whole Minutes from the March 22, 2023 Tinley Park Public Library Board of Trustees Meeting. Trustee Adaranijo seconded. Ayes: Cathy Hannon, Gina Miller, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2. Approval of the March 22, 2023 Regular Board Meeting Minutes.

Trustee Miller motioned to approve the Regular Board Meeting Minutes from the March 22, 2023 Tinley Park Public Library Board of Trustees Meeting. Trustee Adaranijo seconded. Ayes: Cathy Hannon, Gina Miller, Darren Meyers, Barbara Rose-Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

CORRESPONDENCE

Requests were made to Orland Hills Public Library District for the second contract payment and the capital contribution. Both have been received.

FINANCIAL REPORT

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

Trustee Adaranijo motioned to approve the March 2023 Financial Report. Trustee Daniels seconded. Roll Call Vote: Ayes: Cathy Hannon, Gina Miller, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2. Approval of the Bills List from 03/15/2023 through 04/17/2023 in the amount of \$358,745.09.

Trustee Miller motioned to approve the bills list for the dates and amounts as follows: March 15, 2023 through April 17, 2023 in the dollar amount of \$358,745.09. Trustee Meyers seconded. Roll Call Vote: Ayes: Cathy Hannon, Gina Miller, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

DIRECTOR'S REPORT

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

Inquiries were made about two FOIA requests the library received. Director Musil made a brief speech thanking President Hannon and Trustee Whalen for their time and dedication to the library. President Hannon served the board for 18 years and Trustee Whalen for 30 years.

Informational Item #2. March 2023 Statistics.

Trustee Miller commented that the usage of DVD's is down. Director Musil shared this could be a reflection of technology trends and that it may be possible to purchase less of these in the future. The conversion station is the most used resource.

Informational Item #3. Orland Hills Board Meeting.

The Orland Hills Library Board will be meeting every other month.

Informational Item #4. Staff Updates.

Molly Blitstein began her position as a Part-Time Youth Services Assistant on April 10, 2023.

Informational Item #5. Building and Grounds.

Expansion joints on the building have been repaired. The building's carpeting and windows have been cleaned. Next month banners in the parking lot will be replaced as well as changing the lamps in the parking lot to LED's.

NEW BUSINESS

Action Item #1. Deaccession of Library Equipment.

Trustee Meyers motioned to deaccess the requested Library Equipment. Trustee Whalen seconded. Roll Call vote: Ayes: Cathy Hannon, Gina Miller, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #2. Approval of Resolution Authorizing Non-Resident Library Cards. Memo.

Trustee Whalen motioned to approve the Resolution Authorizing Non-Resident Library Cards. Trustee Meyers seconded. Ayes: Cathy Hannon, Gina Miller, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Action Item #3. Discussion and Consideration of Selecting Architecture Firm.

Director Musil shared that he and Assistant Director Schroeder visited a number of Chicagoland libraries where the top ranked architectural firms performed work and checked references. He further shared that Trustee Meyers, Assistant Director Schroeder, and Facilities Manager Serafino interviewed all four firms the past week. Director Musil reported that they were all impressed with Product Architecture + Design and asked the Board of Trustees to select this firm. Trustee Meyers shared that he reviewed all the proposals and agreed with this determination. Trustee Whalen motioned to approve selecting Product Architecture + Design for contract negotiation. Trustee Daniels seconded. Roll Call vote: Ayes: Cathy Hannon, Gina Miller, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Informational Item #2. Youth Advisory Council Report.

Patrick Sullivan shared that the bench being created by the teens for the Village of Tinley Park is finished. Facilities Manager Serafino assisted with the project. Many suggestions were given for potential fall teen programs. Nintendo Switches were purchased by the Friends of the Library for a Mario Kart tournament. Trustee Meyers suggested Patrick, who will be attending college in the fall, bring some other members to future meetings.

Informational Item #3. Friends of the Library Report. April 2023.

The report was noted.

Informational Item #4. April Departmental Reports.

Trustee Adaranijo asked what a visual identity guide would be used for. Assistant Director Schroeder shared this would be available for use throughout the building for creating various print items in a cohesive manner. Trustee Adaranijo attended a program offered by the library with actor Danny Trejo and found it insightful.

Informational Item #5. April 2023 Program Publicity Reports.

The reports were noted.

Informational Item #5. Assistant Director's Report, April 2023.

The report was noted.

OLD BUSINESS

Action Item #1. Consideration of Library Space Audit for ThirdWay. Memo.

Discussion took place regarding this issue. Trustee Daniels motioned to table the Space Audit until after conversations have been had with the new architectural firm. Trustee Meyers seconded. Ayes: Cathy Hannon, Gina Miller, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

PRESIDENTS REPORT

No report.

ADJOURNMENT

Trustee Daniels motioned to adjourn the meeting at 8:01 p.m. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President