

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 24, 2023 – 7:00 p.m.**

MEMBERS PRESENT

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

LIBRARY STAFF PRESENT

Zach Musil, Director
Sarah Schroeder, Assistant Director
Jennifer Schulien, Business Office Assistant
Robert Serafino, Facilities 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

Robert Serafino, Facilities Manager, was in attendance. Patrick Sullivan, Jade Jeffries and Sam Jeffries from Youth Advisory Council were present. Nancy O'Connor, Tinley Park Village Clerk, was in attendance. Elizabeth Stern, her husband Kyle, and daughters Shelby and Scarlet were in attendance. Tinley Park resident, Dami Ajasa, was also present. John Shales from SMC Construction Services was in attendance to give a presentation.

SWEARING IN OF ELECTED LIBRARY BOARD TRUSTEES

Village of Tinley Park Clerk's Office-Oath of Office for Library Trustee Elizabeth Stern.

Nancy O'Connor, Tinley Park Village Clerk, administered the Oath of Office to newly appointed Tinley Park Public Library Board Trustee Elizabeth Stern.

NEW BUSINESS

Informational Item #1. Construction Management Presentation for John Shales of SMC Construction Services. Memo.

John Shales, President of SMC Construction Services, gave a presentation about his company and the advantages of using a construction manager at-risk as opposed to other construction delivery methods,

such as the design-bid-build model the Library has historically used. Board members asked questions about various topics and discussion took place.

Informational Item #2. Youth Advisory Council Report.

Patrick Sullivan and Jade and Sam Jeffries gave the Youth Advisory Council report. The summer Reading Challenge is starting soon. Fairy Tale Theater auditions are happening on May 25, 2023. Teens who are interested in volunteer opportunities at the Library this summer can scan a QR code to sign up for various activities. They are looking to use social media to reach more people. The Friends of the Library sponsored teens' participation in the Village's annual Benches on the Avenue. The bench created by the teens is out on Oak Park Avenue and a certificate was given to them by the Village of Tinley Park for participating.

APPROVAL OF MINUTES

Action Item #1. Approval of the April 26, 2023 Regular Board Meeting Minutes.

Trustee Daniels motioned to approve the Regular Board Meeting Minutes from the April 26, 2023 Tinley Park Public Library Board of Trustees Meeting. Trustee Adaranijo seconded. Ayes: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

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

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

Action Item #3. Approval of the May 9, 2023 Executive Session Meeting Minutes.

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

CORRESPONDENCE

A request was made to Orland Hills Public Library District for the first payment of fiscal year 2024.

FINANCIAL REPORT

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

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

Action Item #2. Approval of the Bills List from 04/18/2023 through 05/15/2023 in the amount of \$469,838.62.

Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: April 18, 2023 through May 15, 2023 in the dollar amount of \$469,838.62. Trustee Hess-Wojcik seconded. Roll Call Vote: Ayes: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

DIRECTOR'S REPORT

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

Director Musil discussed upcoming dementia friendly programming for the fall. Trustee Daniels inquired about the status of technology maintenance now that the library has been with Outsource Solutions Group for almost a year. Director Musil shared that we are almost at a maintenance point following the completion of a few scheduled projects this year and that everyone has been very pleased with the service.

Informational Item #2. March 2023 Statistics.

Trustee Stern asked if there was a possibility of having the Pigeon program again since it seemed to be so well attended. Director Musil said he would share this with the Youth Services Department.

Informational Item #3. Orland Hills Board Meeting.

Director Musil shared that the Orland Hills Board will ask him to attend their July meeting due to the new decennial committee requirements for district libraries.

Informational Item #4. Staff Updates.

Cindy Wright is resigning her position as a Part-Time Circulation Clerk on May 27, 2023.

Informational Item #5. Building and Grounds.

Bruno's Tuckpointing has finished the work on the limestone caps. A hole was found on the northwest side of the building, and it has been addressed. The fountain has been turned on for the season. Lights in the parking lot have been changed to LEDs, and banners have been replaced. Clarence Davids has finished their installation of plantings and the grounds look very good.

Informational Item #6. Strategic Plan FY2023, Q4 Report. Memo.

Discussion took place regarding the upcoming Fall Fandom Fest.

NEW BUSINESS

Action Item #1. Deaccession of Library Equipment.

Trustee Daniels motioned to deaccess the requested Library Equipment. Trustee Miller seconded. Roll Call vote: Ayes: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

Action Item #2. Approval of Contract with Product Architecture + Design for Professional Architecture Masterplan Services and Budget Estimate. Proposal. Contract. Rider. Memo.

The Board discussed the proposal. On the recommendation of the library's attorneys the Rider was added. Trustee Daniels inquired if Product Architecture + Design would only be used for the upcoming project. Director Musil shared that they would be the Architect of record and would be utilized for other projects going forward. Trustee Daniels motioned to approve the Contract with Product Architecture + Design for Professional Architectural Masterplan Services and Budget Estimate. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

Action Item #3. Discussion and Consideration of Constructing Outdoor Children's Prairie Garden & Story Walk. Opinion of Probable Cost. Concept Design. Memo.

Director Musil shared that he is looking for a motion to continue this process. There will be opportunities to further refine details going forward. Trustee Daniels motioned to continue moving forward with the Discussion and Consideration of Constructing Outdoor Children's Prairie Garden and Story Walk. Trustee Adaranijo seconded. Roll call vote: Ayes: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

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

The Friends of the Library were asked to help with some costs for the Fall Fandom Fest.

Informational Item #4. May Departmental Reports.

Trustee Stern shared she liked the idea of the Yours to Keep books. Trustee Hess-Wojcik suggested a soon to be discarded display to give a last chance to books scheduled to be discarded.

Informational Item #5. May 2023 Program Publicity Reports.

The reports were noted.

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

President Meyers suggested moving this report to follow the Director's report on the agenda. As well as moving any items to the beginning of the meeting in the interest of those presenting at the meetings.

OLD BUSINESS

No report.

PRESIDENTS REPORT

No report.

ADJOURNMENT

Trustee Hess-Wojcik motioned to adjourn the meeting at 8:24 p.m. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President