

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 26, 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
Elizabeth Stern

LIBRARY STAFF PRESENT

Zach Musil, Director
Sarah Schroeder, Assistant Director

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

YAC President Patrick Sullivan was present.

APPROVAL OF AGENDA

The refined agenda format was discussed. The Board unanimously agreed to adopt the changes to the Agenda format. The proposed changes include:

- replacing bullet points with numbers i.e., 1a, 1b etc.
- Moving the Assistant Director's report right after the Director's report.
- Denote Action Items with “(ACTION)” at the end of the item; items not thusly tagged are Informational Items.

APPROVAL OF MINUTES

Action Item #1. Approval of the June 28, 2023 Regular Board Meeting Minutes.

Trustee Hess motioned to approve the Regular Board Meeting Minutes from the June 28, 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.

CORRESPONDENCE

Orland Hills Public Library District per Capita Grant payment

A request for the FY2023 Per Capita Grant Payment was sent to the Orland Hills Library District.

FINANCIAL REPORT

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

Trustee Miller inquired about the Meeting Room Rental item on page 6. Director Musil explained that a security deposit is required to reserve the Meeting Room, it is returned if there are no damages to the room. Director Musil clarified that there is a fee to use the Meeting Room if it is booked for the purpose of providing corporate training.

Trustee Daniels motioned to approve the June 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 06/21/2023 through 07/17/2023 in the amount of \$347,358.82.

Trustee Hess-Wojcik inquired about the Elevator Service charges. Director Musil explained that the elevators did not pass the FAID (Fire Alarm Initiating Device) test during a required inspection. The elevators are being repaired and will be retested in November. Trustee Hess-Wojcik asked why there were several credits received from EBSCO. Director Musil explained that several subscriptions the Library had paid for in advance were discontinued and thus refunded. Trustee Stern motioned to approve the bills list for the dates and amounts as follows: June 21, 2023 through July 17, 2023 in the dollar amount of \$347,358.82. Trustee Herman 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. July 2023.

Trustee Hess-Wojcik inquired about the FOIA request. Director Musil stated that the request was for records of book challenges (i.e. objections to material) going back to 2013. Director Musil stated that we only keep 1 years worth of records on book challenges. In addition to providing book challenge information going back 1 year, there was a single book challenge noted in an older Board Packet, this information was also provided to the FOIA requestor. Trustee Adaranijo asked about the Legal Fees noted in the Director's report. Director Musil stated that the legal fees were for a variety of routine legal services such as reviewing the contracts with the architecture firm and reviewing the updated employee performance definitions.

Informational Item #2. Assistant Director's Report, July 2023.

Assistant Director Schroeder's report was noted.

Informational Item #3. June 2023 Statistics.

A typo was noted on page 6, the header should be June 2023 rather than June 2022.

Informational Item #4. Orland Hills Board Meeting.

Trustee Adaranijo inquired about the Orland Hills Public Library (OHPL) District Board meeting attended by Director Musil. Director Musil stated that the meeting discussed compliance with the Decennial Committee statute signed into law in June 2022. The statute requires all taxing districts to convene a committee to examine and report on efficiency every ten years. Director Musil remarked that since OHPL contracts many services out to TPPL, they get very high marks for efficiency.

Informational Item #5. Staff Updates.

Gina Egan resigned her position as a Part-Time Circulation Clerk effective July 19, 2023. Graham Dostal resigned his position of Full-Time Adult Services Assistant Manager effective July 28, 2023.

Informational Item #6. Building and Grounds.

D & H Lawn Irrigation found corrosion during the RPZ test, the backflow prevention device had to be repaired/rebuilt. Some of the concrete steps are sinking and need mudjacking to level them out, Director Musil is getting quotes. Trustee Stern asked if the uneven steps were a hazard that should be marked with hazard tape. Director Musil said the sinking wasn't bad enough to be considered a hazard.

Informational Item #7. Master Planning Updates.

The architects met with the leadership team (L-Team) to gather preliminary ideas for each of the floors. They are gathering feedback and will do another round of discussion. Assistant Director Schroeder stated that there would be 2 to 3 more meetings with staff to gather input/feedback. Trustee Miller noted that the first floor was redesigned not long ago, the focus of this redesign was supposed to be the second floor. Director Musil explained that the Master Plan aimed to provide a long-term view on redesigning the spaces, hence the inclusion of the first floor. The architects plan to develop four "schemes", Scheme A being the least expensive and the fewest changes while Scheme D would be the most ambitious and expensive redesign. The Board would make the final decision with input from the library staff.

Director Musil mentioned that all the schemes include plans to flip the stairs to the second floor so that the second-floor landing is at the Youth Services Desk. Trustee Hess-Wojcik expressed surprise that flipping the stairs was part of the baseline plan. Trustee Daniels expressed concern about the cascade effect of flipping the stairs. Trustees Daniels, Hess-Wojcik and Miller agreed that at least one of the schemes should leave the stairs in place.

NEW BUSINESS

Action Item #1. Approval of Resolution Authorizing End of Fiscal Year 2023 Transfer from General Operating Fund into Capital Fund.

Trustee Daniels motioned to approve the resolution. Trustee Herman 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. Consideration of Selecting a Construction Management Firm.

Brochures from three firms were reviewed; SMC, Pepper Construction, and Lamp Inc. Trustee Daniels asked what percentage of the construction costs is expected in the fee structure. Director Musil stated that all three firms were asked, Pepper and Lamp didn't say, SMC said approximately 10%. Trustee Miller noted that SMC listed \$22 million in liability insurance, which seems very high as compared to the other firms. Director Musil and Assistant Director Schroeder will verify that the \$22 millions figure isn't a typo. Director Musil and Assistant Director Schroeder were asked which firm they thought was the best fit, both stated that their first choice was SMC. Trustee Daniels motioned to select SMC. 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.

Informational Item #1. Posting of Board Packets to Library Website.

It was noted that the Village of Tinley Park posts its Board packets to the public facing website. All information in the packets is subject to FOIA so in that sense why not post it. Director Musil stated that it would demonstrate transparency. Assistant Director Schroeder noted that there would be some logistics to figure out; materials would need to be compiled, reviewed, and possibly redacted. Trustee Adaranijo asked what the norm is for other libraries. Director Musil stated that some libraries post Board Packets, some don't. A question was raised as to the amount of staff time required every month vs simply dealing with the occasional FOIA requests. Director Musil and Assistant Director Schroeder will explore the workload impact and report back to the Board.

Informational Item #2. Youth Advisory Council Report.

The YAC sponsored a Board Game Night where they played Monopoly. Lock-in is scheduled for August 11th. Fairy Tale Theater performed four shows, 338 people attended. YAC put together a video for Assistant Youth Services Manager Jennifer Lowe, to thank her 20 years of leading Fairy Tale Theater. Teen volunteers have logged 700 hours so far assisting with the Summer Reading program, which ends August 5th. Six teens participated in the "Ready, Set, Go Kindergarten" internship program.

Informational Item #3. Friends of the Library Report, July 2023.

No report.

Informational Item #4. July 2023 Departmental Reports.

Trustee Sterns inquired about the ALA Conference. Director Musil stated that the conference was good, it was held in Chicago this year. Jessica in Marketing sent a write-up on the conference to Director Musil.

Informational Item #5. July 2023 Program Publicity Reports.

Trustee Miller noted that X (formerly known as Twitter) posts are declining, and TikTok is catching up to Facebook. Director Zach mentioned a Facebook post that gave a shout-out to the library. Trustee Meyers suggested collecting compliments we encounter over the year, and show them at the annual Holiday Party as an Employee Appreciation display. Trustee Stern complemented the Speech Pathology program that was part of Youth Service's parenting program series.

OLD BUSINESS

None.

PRESIDENTS REPORT

No Report.

ADJOURNMENT

Trustee Miller motioned to adjourn the meeting at 7:58 p.m. Trustee Herman seconded. Ayes:
All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President