

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 28, 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
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

Tinley Park Library patron Damen Lucero was in attendance. He shared that he was curious about the Library Board and the meeting process. Tinley Park resident, Dami Ajasa, was also present.

APPROVAL OF AGENDA

The agenda of the June 28, 2023 Library Board of Trustees Meeting was approved.

APPROVAL OF MINUTES

Action Item #1. Approval of the May 24, 2023 Regular Board Meeting Minutes.

Trustee Miller motioned to approve the Regular Board Meeting Minutes from the May 24, 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.

CORRESPONDENCE

Tinley Park Public Library FY2023 Per Capita Award Letter.

The FY2023 Per Capita Award Letter for the Tinley Park Public Library was received.

Orland Hills Public Library FY2023 Per Capita Award Letter.

The FY2023 Per Capita Award Letter for the Orland Hills Public Library District was received.

FINANCIAL REPORT

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

Trustee Daniels motioned to approve the May 2023 Financial Report. 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 #2. Approval of the Bills List from 05/17/2023 through 06/14/2023 in the amount of \$656,745.42.

Trustee Hess-Wojcik inquired about Curbside Communicator. Director Musil shared this is the software used for patrons to have items delivered to their car. Trustee Miller asked about filters purchased from Trane. Director Musil will speak with Facilities Manager Serafino to see how many are ordered and what schedule is used to make purchases. They will also look into costs with other vendors. Trustee Daniels inquired how Outsource Solutions Group charges the library monthly. Director Musil shared that there are three lines primarily used for the monthly charges which are for hours, equipment hardware and software. The fees charged monthly should be approximately the same each month. Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: May 17, 2023 through June 14, 2023 in the dollar amount of \$656,745.42. 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.

DIRECTOR'S REPORT

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

Director Musil discussed the Village of Tinley Park's upcoming Ribfest and the Village's use of the meeting room. Trustee Daniels inquired whether any additional Construction Management firms had been looked into. Trustee Daniels asked to have three firms looked at for reviews, liability, and costs. An informal poll was conducted with all trustees in favor. Director Musil and Assistant Director Schroeder agreed they would investigate three firms.

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

Assistant Director Schroeder's report was noted.

Informational Item #3. May 2023 Statistics.

President Meyers asked about the Patron Point number on the report. Director Musil shared that this is the number of people who sign up for library cards online.

Informational Item #4. Orland Hills Board Meeting.

No report.

Informational Item #5. Staff Updates.

Gina Egan will begin her position as a Part-Time Circulation Clerk on June 29, 2023. Robin Michon will begin her position as a Part-Time Circulation Clerk on July 17, 2023. Kerry Reed resigned her position of Full-Time Youth Services Manager on May 30, 2023. Savanna Henderson resigned her position of Full-Time Outreach Assistant on June 29, 2023. Brandi Lenters will resign her position of Part-Time Circulation Clerk on July 12, 2023. Valerie Zulevic began her position of Full-Time Youth Services Manager on June 11, 2023.

Informational Item #6. Building and Grounds.

No report.

Informational Item #7. Master Planning Updates.

Product Architecture + Design digitized the library's blueprints. They have also met with each department to get the thoughts and ideas of staff about their respective areas.

NEW BUSINESS

Action Item #1. Deaccession of Library Equipment.

Trustee Hess-Wojcik 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. Review and Approval of Closed Session Minutes.

After review, a recommendation has been made by Board Secretary Hess-Wojcik to keep closed the following Closed Session Minutes:

May 9, 2023; February 9, 2023; August 25, 2021; May 26, 2021; February 24, 2021; February 20, 2021; January 20, 2021; November 2, 2020; January 25, 2012; December 7, 2011; February 23, 2011; January 26, 2011; October 27, 2010; April 28, 2010; June 24, 2009; June 27, 2007; March 29, 2006; February 22, 2006; and October 26, 2005. These minutes relate either to past litigation, the Library Director search process, staff compensation increases, or Board vacancies.

Trustee Stern motioned to keep closed the recommended Closed Session minutes. 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 #3. Approval of Data Analytics Manager and Technology Coordinator. Job Description. Memo.

Director Musil shared that this position had already been factored into the budget. The data gathered by this position would be able to help gather, collect, and organize data across a number of areas to help with actionable decisions. They would be able to do light troubleshooting. This person would report to Director Musil. A few other libraries in comparable size have a position like this.

Trustee Adaranijo motioned to approve the Data Analytics and Technology Coordinator Job Description and Memo. 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 #4. Revisions to Employee Evaluation and Success System. Memo.

The Employee Evaluation form has not been updated since 2016. Director Musil and Assistant Director Schroeder met with HR Source and the departmental managers to make these changes. President Meyers asked how certain competencies would be measured. Staff are given opportunities to be aware of these with onboarding and trainings during in-service days. Trustee Hess-Wojcik motioned to approve revisions to the Employee Evaluation and Success System. Trustee Stern seconded. Ayes: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

Action Item #5. Approval of Site Design's Proposal for Design Development, Construction Documents, Bidding & Negotiations, and Construction Administration of the Planned Outdoor Prairie and Story Walk. Proposal. Memo.

Trustee Daniels inquired if there are any other costs to be expected with this project. Director Musil shared that no other additional costs are expected outside of the proposal mentioned and survey. Assistant Director Schroeder stated that security cameras would need to be installed on the exterior of the building, but that these would come from a different line

Trustee Daniels motioned to approve Site Design's Proposal for Design Development, construction Documents, Bidding & Negotiations and Construction Administration of the Planned Outdoor Prairie and Story Walk. 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.

Informational Item #1. Youth Advisory Council Report.

No report.

Informational Item #2. Friends of the Library Report, June 2023.

The report was noted.

Informational Item #3. June 2023 Departmental Reports.

The reports were noted.

Informational Item #4. June 2023 Program Publicity Reports.

Trustee Stern asked about the cost of the Facebook posts. This cost is broken down by the amount of clicks and views on social media.

OLD BUSINESS

No report.

PRESIDENTS REPORT

President Meyers gave the meeting guests a few minutes to speak. Damon Lucero asked about the decommission of equipment. Dami Ajasa was encouraged by the collaboration of the board members. President Meyers also expressed an interest in having board members having a more visible presence with staff and the public.

ADJOURNMENT

Trustee Hess-Wojcik motioned to adjourn the meeting at 8:03 p.m. Trustee Miller seconded.
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President