

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 23, 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

Jade Jeffries from the Youth Advisory Council was in attendance. Tinley Park resident, Dami Ajasa, was also present.

APPROVAL OF AGENDA

The agenda of the August 23, 2023 Library Board of Trustees Meeting was approved.

APPROVAL OF MINUTES

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

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

CORRESPONDENCE

No correspondence.

FINANCIAL REPORT

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

Trustee Stern asked a question about a charge for Perfect Potty, Inc. which is for the upcoming Fandom Fest. There was also a question about a larger charge to Jewel which was for the Teen Lock-in. Trustee Hess-Wojcik motioned to approve the July 2023 Financial Report. 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.

Action Item #2. Approval of the Bills List from 07/18/2023 through 08/15/2023 in the amount of \$356,399.53.

Trustee Stern motioned to approve the bills list for the dates and amounts as follows: July 18, 2023 through August 15, 2023 in the dollar amount of \$356,399.53. 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

Director's Report. August 2023.

Trustee Daniels inquired about Manager Boot Camp from HR Source. Director Musil shared this is for new managers. Trustee Miller asked about the charge for NSN which is a quarterly bill for unemployment services and whether HR Source offered this service. HR Source does not provide this service. Discussion took place regarding some threats being received by other libraries. No such threats have been made here.

Assistant Director's Report, August 2023.

Assistant Director Schroeder's report was noted.

August 2023 Statistics.

The Statistical report was noted.

Orland Hills Board Meeting.

No report.

Staff Updates.

Serena Naji resigned her position as a Part-Time Shelver as of August 4, 2023. Ava Brescia has tendered her resignation as a Part-Time Circulation Clerk effective September 15, 2023. Emily Bauer has been promoted to a Full-Time Outreach Assistant as of August 7, 2023. Terry Parker has accepted the position of Full-Time Adult Services Assistant Manager as of August 29, 2023.

Building and Grounds.

Mud jacking has been completed.

Master Planning Updates.

Director Musil shared that schemes are being looked at to narrow down with staff feedback.

Strategic Plan FY2024, Q1 Report. Memo.

President Meyers shared this is a good report to see and read. Trustee Hess-Wojcik is happy to see dead books being circulated and is pleased with the book giveaway.

NEW BUSINESS

Approval of Contract with SMC Construction Services for Preconstruction and Construction Management Services for Exterior Painting and LAN Room HVAC Backup Unit Projects. Memo. Proposal. Contract. Rider. (ACTION).

Discussion took place among board members based on some issues with the related documents. It was determined to move forward with the proposed services with a few revisions. Trustee Daniels motioned to approve the contract with SMC Construction Services for Preconstruction and Construction Management Services for Exterior Painting and LAN Room HVAC Backup Unit Projects with modifications and revisions made to typographical errors and end dates listed in the proposal. 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.

Approval of 2023 Staff Holiday Party. Memo. (ACTION)

Trustee Daniels motioned to approve the 2023 Staff Holiday Party. Trustee Miller seconded. Roll Call vote: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

Youth Advisory Council Report.

Jade Jeffries gave her report on the Youth Advisory Council. They have been discussing ideas for winter programs. The Lock-in was a lot of fun with activities such as relay races, song trivia and taste tests. Twenty-three teens spent the night in the library.

Friends of the Library Report, August 2023.

The report was noted.

August 2023 Departmental Reports.

The reports were noted.

August 2023 Program Publicity Reports.

Trustee Stern asked whether it would be possible to change the headings in emails to encourage more readership. Assistant Director Schroeder shared postcards that will be going out to new residents in Tinley Park encouraging them to visit the library.

OLD BUSINESS

No report.

PRESIDENTS REPORT

President Meyers implored the fellow board members to attend some part of the Fall Fandom Fest.

ADJOURNMENT

Trustee Hess-Wojcik motioned to adjourn the meeting at 7:42 p.m. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President