

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 27, 2023 – 7:00 p.m.**

MEMBERS PRESENT

Darren Meyers, President
Laura Hess-Wojcik, Secretary
Brad Daniels, Treasurer
Leah Herman
Elizabeth Stern

MEMBERS ABSENT

Gina Miller, Vice President
Pat Adaranijo

LIBRARY STAFF PRESENT

Zach Musil, Director
Sarah Schroeder, Assistant Director
Jennifer Schulien, Business Office Assistant
Kristina Howard, Adult Services Manager
Jennifer Lowe, Youth Services Assistant Manager
Valerie Zulevic, Adult Services 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

Jade Jeffries, Samantha Jeffries and Paige Sullivan from the Youth Advisory Council were in attendance. Department Managers Kristina Howard, Valerie Zulevic, and Jennifer Lowe were present. Tiffany Nash and Dan Pohrte from Product Architecture + Design were in attendance to make a presentation and receive Board feedback.

APPROVAL OF AGENDA

The agenda of the September 27, 2023 Library Board of Trustees Meeting was approved with the motion to move the Discussion and Presentation of Master Plan Building Scheme Drafts by Product Architecture + Design to the top of the meeting.

NEW BUSINESS

Discussion and Presentation of Master Plan Building Scheme Drafts by Product Architecture + Design. See Memo and Schemes.

Tiffany Nash gave the presentation of the three schemes created for the library. Product Architecture + Design met with all of the departments to get feedback on the needs of each department.

This master plan looks out approximately ten years. Some discussion took place about the need for a drive-through window and the possibility of a café space on the main level. President Meyers and Treasurer Daniels requested to see a few more options added to Scheme C that might show additional ways of using or adding spaces to the current floor plan. Kristina Howard stated Product Architecture + Design did an excellent job gathering feedback from staff regarding the needs of staff and patrons. She explained the need for storage would allow for additional collections that could be offered to the community. Valerie Zulevic shared how pleased she and her staff were with gaining better use of their space while retaining outside exposure. Jennifer Lowe agreed the Teen space was well addressed. The Youth Advisory Council shared how they felt about the spaces created for the Teen use and the value of having a drive-up window. Tiffany and Dan were thanked for their presentation and their time.

APPROVAL OF MINUTES

Action Item #1. Approval of the August 23, 2023 Regular Board Meeting Minutes.

Trustee Daniels motioned to approve the Regular Board Meeting Minutes from the August 23, 2023 Tinley Park Public Library Board of Trustees Meeting. Trustee Herman seconded. Ayes: Darren Meyers, Laura Hess-Wojcik, Brad Daniels, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

CORRESPONDENCE

No correspondence.

FINANCIAL REPORT

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

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

Action Item #2. Approval of the Bills List from 08/15/2023 through 09/19/2023 in the amount of \$365,516.95.

Trustee Daniels motioned to approve the bills list for the dates and amounts as follows: August 15, 2023 through September 19, 2023 in the dollar amount of \$365,516.95. Trustee Herman seconded. Roll Call Vote: Ayes: Darren Meyers, Laura Hess-Wojcik, Brad Daniels, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

DIRECTOR'S REPORT

Director's Report. September 2023.

Director Musil shared that it had been quite a busy month. President Meyers inquired about upcoming insurance options offered by the Village of Tinley Park. Director Musil shared that the Library receives its health care benefit package through the Village.

Assistant Director's Report, September 2023.

Assistant Director Schroeder's report was noted.

August 2023 Statistics.

The Statistical report was noted.

Orland Hills Board Meeting.

No report.

Staff Updates.

Megan Vasquez will begin her position as a Full-Time Adult Services Librarian on September 28, 2023. Andrew Scheel has tendered his resignation as a Part-Time Computer Assistant effective September 29, 2023. Michelle Pala has tendered her resignation as a Part-Time Computer Assistant effective September 30, 2023.

Building and Grounds.

The fountain will be winterized and closed for the season on October 20th, 2023. A new pop vending machine has been placed in the lobby which replaces the previous coffee machine. The compressors will also be replaced in October.

Master Planning Updates.

Master Planning Updates were given at the beginning of the meeting.

NEW BUSINESS

Approval of Staff In-Service Day on Friday, March 15, 2024. See Memo.

Trustee Stern motioned to approve the Staff In-Service Day on March 15, 2024. Trustee Herman seconded. Ayes: Darren Meyers, Laura Hess-Wojcik, Brad Daniels, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

Youth Advisory Council Report.

Jade Jeffries, Samantha Jeffries and Paige Sullivan gave their report on the Youth Advisory Council. Elections were held. Jade is the new President and Paige is the Vice-President. They enjoyed participating in the Whodunit's for the Fall Fandom Fest. An art contest was held with seven artists and 439 votes were cast. A Volunteer Club meeting was held to discuss different volunteer opportunities.

Friends of the Library Report, September 2023.

The report was noted.

September 2023 Departmental Reports.

The reports were noted.

September 2023 Program Publicity Reports.

The report was noted.

OLD BUSINESS

No report.

PRESIDENTS REPORT

No report.

ADJOURNMENT

Trustee Daniels motioned to adjourn the meeting at 8:14 p.m. Trustee Herman seconded. Ayes:
All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President