

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 25, 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

Paige Sullivan and Aniu Rios from the Youth Advisory Council were in attendance. Tinley Park resident Dami Ajasa was also present.

APPROVAL OF AGENDA

The agenda of the October 25, 2023 Library Board of Trustees Meeting was approved.

APPROVAL OF MINUTES

Action Item #1. Approval of the September 27, 2023 Regular Board Meeting Minutes.

Trustee Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from the September 27, 2023 Tinley Park Public Library Board of Trustees Meeting. Trustee Herman 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 September 2023 Financial Report.

Trustee Daniels motioned to approve the September 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 09/20/2023 through 10/17/2023 in the amount of \$351,730.63.

Trustee Miller inquired about the Martin Whalen overage charge. Director Musil will look into this and get back to the Board with his findings. Trustee Miller motioned to approve the bills list for the dates and amounts as follows: September 20, 2023 through October 17, 2023 in the dollar amount of \$351,730.63. 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. October 2023.

President Meyers inquired whether there has been any further updates from the Village of Tinley Park about the medical insurance renewal. Director Musil reported that the information reported last month is the most recent information and that Administration is still waiting to hear from the Village of Tinley Park. Trustee Hess-Wojcik inquired about the Tyler upgrade which was done with only minor interruptions.

Assistant Director's Report, October 2023.

Assistant Director Schroeder's report was noted.

September 2023 Statistics.

The Statistical report was noted.

Orland Hills Board Meeting.

No report.

Staff Updates.

Cindy Wright began her position as a Part-Time Circulation Clerk on October 19, 2023. Prue Thomas, Jr. began his position as a Part-Time Computer Assistant on October 23, 2023. Kaitlyn Altmann will begin her position as a Part-Time Circulation Clerk on October 26, 2023. Kaylyn Bradshaw will begin her position as a Part-Time Circulation Clerk on October 30, 2023. Caitlin Long has been promoted to a Part-Time Outreach Assistant and will begin the position on October 29, 2023. Dominique Brown has been promoted to Full-Time Adult Services Librarian and will begin on November 6, 2023. Joseph Abraham has resigned his position as a Part-Time Maintenance Assistant effective October 30, 2023. Dedicated Staff member Paul Klain, who was with the library for 23 years, sadly passed away on October 12, 2023.

Building and Grounds.

Trane is currently on site to replace the variable frequency drives and will be replacing the compressors the week of November 6, 2023.

Master Planning Updates.

Director Musil thanked the Board for their feedback. Product Architecture + Design will be at the next meeting to discuss the plan further.

Outdoor Prairie Garden and Story Walk Updates. See Memo and Preliminary Construction Documents.

President Meyers shared this is looking good and asked if anyone had any feedback. Trustee Daniels asked how long construction is expected to take and when the project might be started. Director Musil shared this will likely begin in the spring of 2024 and will report back with Site's estimated timeline for completion.

NEW BUSINESS

Consideration of Awarding Bid for Exterior Painting Project. See Memo, Construction Manager's Letter, And Bid Tab.

Trustee Adaranijo motioned to approve the Consideration of Awarding the Bid for Exterior Painting Project to DES Painting. 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.

Consideration of Awarding Bid for IT Backup Cooling Project. See Memo, Construction Manager's Letter, and Bid Tab.

Trustee Hess-Wojcik Motioned to approve the Consideration of Awarding the Bid for IT Backup Cooling Project to 1 Source Mechanical. Trustee Daniels seconded. Roll Call Vote: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

Approval of Revisions to Circulation Policy. See Memo, Revisions, and Clean Copy.

Discussion took place regarding the policy. Trustee Hess-Wojcik motioned to approve Revisions to the Circulation Policy. Trustee Miller seconded. Ayes: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

Approval of Revisions to Collection Development Policy. See Memo, Revisions, and Clean Copy.

Trustee Adaranijo motioned to approve Revisions to the Collection Development Policy. Trustee Daniels seconded. Ayes: Darren Meyers, Gina Miller, Laura Hess-Wojcik, Brad Daniels, Pat Adaranijo, Leah Herman, Elizabeth Stern. Nays: None. Motion carried.

Youth Advisory Council Report.

Paige Sullivan and Aniu Rios gave their report on the Youth Advisory Council. Auditions are being held for the first winter Fairy Tale Theater. Discussions have taken place about bench design possibilities and how to use Youth Art Wall. The Yule Ball party is coming up soon. The volunteer clubs are going really well.

Friends of the Library Report, October 2023.

No report.

October 2023 Departmental Reports.

Trustee Hess-Wojcik commented on attendance for Boo Bash. She is pleased with the Yours to Keep program. Trustee Stern thinks the purchase of ukuleles is a great way to draw patrons in. Director Musil shared the Memory Café program is going really well. Valerie Zulevic has done a great job coordinating story times with Public Works, the Fire Department, and the Police Department.

October 2023 Program Publicity Reports.

The report was noted.

OLD BUSINESS

No report.

PRESIDENTS REPORT

President Meyers shared his thoughts of the upcoming meeting discussing the master plan. He encouraged the Board to keep the project as a whole in mind when considering the revised schemes and proposals. Director Musil shared SMC has our improvement plan and will be helpful and mindful of the library's needs moving forward.

ADJOURNMENT

Trustee Hess-Wojcik motioned to adjourn the meeting at 7:48 p.m. Trustee Daniels seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President