

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 6, 2023 – 6:00 p.m.**

**MEMBERS PRESENT**

Pat Adaranijo  
Brad Daniels, Treasurer  
Leah Herman  
Laura Hess-Wojcik, Secretary  
Gina Miller, Vice President  
Elizabeth Stern  
Darren Meyers, President

**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 6:00 p.m.

**ROLL CALL**

Roll call was taken.

**INTRODUCTION OF GUEST/AUDIENCE TO VISITORS**

Jade Jeffries and Paige Sullivan from the Youth Advisory Council were in attendance. Tinley Park resident Dami Ajasa was also present. John Shales of SMC and Tiffany Nash and Dan Pohrte from Product Architecture + Design were in attendance to make a presentation.

**APPROVAL OF AGENDA**

The agenda of the December 6, 2023 Library Board of Trustees Meeting was approved with the change of moving Selection and Approval of Architectural Master Plan Schemes, with Presentations by Product Architecture + Design and SMC Construction Services after the agenda approval.

**NEW BUSINESS**

Selection and Approval of Architectural Master Plan Schemes, with Presentations by Product Architecture + Design and SMC Construction Services. See Memo, Schemes, and Estimates.

Tiffany Nash, Dan Pohrte and John Shales made their presentation to the Board with the additions that were requested. Explanations of the three schemes and possible additions were given. Guests and board members were given the opportunity to make statements and ask questions.

Trustee Daniels motioned to approve Architectural Master Plan Scheme B without the proposed concept of flipping the stairs. Trustee Herman seconded. Roll Call vote: Pat Adaranijo, Brad Daniels,

Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

### **APPROVAL OF MINUTES**

#### **Approval of the October 25, 2023 Regular Board Meeting Minutes.**

Trustee Daniels motioned to approve the Regular Board Meeting Minutes from the October 25, 2023 Tinley Park Public Library Board of Trustees Meeting. Trustee Stern seconded. Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

#### **Approval of the November 30, 2023 Special Board Meeting Minutes.**

Trustee Stern motioned to approve the Special Board Meeting Minutes from November 30, 2023. Trustee Hess-Wojcik seconded. Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

### **CORRESPONDENCE**

No correspondence.

### **FINANCIAL REPORT**

#### **Approval of the October 2023 Financial Report.**

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

#### **Approval of the Bills List from 10/17/2023 through 11/28/2023 in the amount of \$533,986.39.**

Trustee Miller inquired about the Martin Whalen overage charge. Director Musil shared that there was a miscalculation with the overage charge. This has been addressed and will be given back as a credit in conjunction with a new copier contract. Trustee Miller motioned to approve the bills list for the dates and amounts as follows: October 17, 2023 through November 28, 2023 in the dollar amount of \$533,986.39. Trustee Herman seconded. Roll Call Vote: Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

### **DIRECTOR'S REPORT**

#### **Director's Report. November 2023.**

Trustee Hess-Wojcik inquired about the Ask an Attorney program and if there was a fee. Director Musil shared there was a nominal fee due to the fact we are members of ATLAS. Trustee Stern asked about the Loss Control visit. Director Musil shared only a few minor adjustments were made.

#### **Assistant Director's Report, November 2023.**

Assistant Director Schroeder's report was noted.

#### October 2023 Statistics.

The Statistical report was noted.

#### Orland Hills Board Meeting.

No report.

#### Staff Updates.

Samantha Zimmerman began her position as a Full-Time Youth Services Librarian on November 14, 2023. Zachary Iuliano started his position as a Part-Time Maintenance Assistant on November 14, 2023. Nicholas Maysonet began his position as a Part-Time Computer Assistant on November 14, 2023. Wajiha Chaudhary was promoted to Part-Time Reference Assistant beginning December 5, 2023. Candice Morrison has been promoted to Full-Time Acquisitions Clerk beginning January 2, 2024. Amanda Litko resigned her position as a Part-Time Youth Services Assistant effective November 16, 2023. Sharon Beauchamp has announced her retirement as a Full-Time Acquisitions Clerk as of December 29, 2023. Sharon has been with the library for 26 years. Ellen Parran is retiring from her position of a Part-Time Youth Services Assistant on December 28, 2023.

#### Building and Grounds.

President Meyers mentioned the tree Bob Serafino made for a display at the Circulation desk and how nice it was.

#### Youth Advisory Council Report.

Jade Jeffries and Paige Sullivan gave their report. The Yule Ball was held recently with the YAC and Café Ole groups. Plans and a vote were made on the theme for the next Lock-In. Fairy Tale Theater is going well, and the performances are almost sold out.

#### Friends of the Library Report, November 2023.

The Friends have agreed to purchase gift cards for the staff.

#### November 2023 Departmental Reports.

The report was noted.

#### November 2023 Program Publicity Reports.

Trustee Hess-Wojcik inquired if it was known what the issue was with X(Twitter). This will be looked into. Trustee Adaranijo asked if the TikTok views were increasing. Director Musil shared they are increasing and Danyelle Clements is doing an excellent job.

### **NEW BUSINESS**

Selection and Approval of Architectural Master Plan Schemes was moved to the beginning of the meeting.

Approval of Prairie Garden and Story Walk Final Design Documents. See Memo and Design Documents.

Trustee Herman motioned to Approve the Prairie Garden and Story Walk Final Design Documents. Trustee Stern seconded. Roll Call vote: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

Approval of Revisions to Employee Personnel Policies and Procedures Handbook. See Memo, Revisions, and Clean Copy.

Discussion took place regarding the changes that need to be made to the Personnel Handbook. Explanations were given about a few of the new laws going into effect in 2024 which require changes to the language currently used. Trustee Hess-Wojcik motioned to approve the Revisions to the Employee Personnel Policies and Procedures Handbook. Trustee Adaranijo seconded. Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

Review and Approval of Closed Session Minutes.

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

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 to past litigation.

Trustee Daniels motioned to approve the recommendation by Board Secretary Hess-Wojcik to redact and release the above Closed Session Minutes. Trustee Miller seconded. Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

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 30, 2021; and November 2, 2020. These minutes relate either to the Library Director search process, staff compensation increases, or Board vacancies.

Trustee Stern motioned to approve the recommendation by Board Secretary Hess-Wojcik to keep closed the above Closed Session Minutes. Trustee Herman seconded. Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

Approval of Food for Fines for National Library Week 4/7/23-4/13/23.

Trustee Daniels motioned to approve Food for Fines for National Library Week 4/7/23-4/13/23. Trustee Miller seconded. Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

FY24 Capita Grant Application

The application was noted.

**OLD BUSINESS**

No report.

**PRESIDENTS REPORT**

President Meyers shared that this was a great meeting.

**ADJOURNMENT**

Trustee Hess-Wojcik motioned to adjourn the meeting at 7:36 p.m. Trustee Adaranijo seconded.  
Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President