

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 24, 2024 – 7:00 p.m.**

MEMBERS PRESENT

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

MEMBERS ABSENT

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 7:01 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.

APPROVAL OF AGENDA

The agenda of the January 24, 2024 Library Board of Trustees Meeting was approved.

APPROVAL OF MINUTES

Approval of the December 6, 2023 Regular Board Meeting Minutes.

Trustee Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from the December 6, 2023 Tinley Park Public Library Board of Trustees Meeting with a small wording addition. Trustee Daniels seconded. Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

CORRESPONDENCE

The correspondence was noted.

FINANCIAL REPORT

Approval of the November 2023 Financial Report.

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

Approval of the December 2023 Financial Report.

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

Approval of the Bills List from 11/30/2023 through 01/15/2024 in the amount of \$868,638.35.

Trustee Miller inquired about the watering charge to Clarence Davids. Director Musil shared this was for watering at the entrance to the library's parking lot. Trustee Miller also inquired about a charge to the Illinois Department of Employment Security. Director Musil shared this was for an unemployment charge. Trustee Miller motioned to approve the bills list for the dates and amounts as follows: November 30, 2023 through January 15, 2024 in the dollar amount of \$868,638.35. Trustee Hess-Wojcik seconded. Roll Call Vote: Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

FY2024 Year End Estimates. See Memo.

Discussion took place regarding the projected FY2024 year-end estimates.

DIRECTOR'S REPORT

Director's Report.

The Director's Report was noted.

Assistant Director's Report.

Assistant Director Schroeder's report was noted.

November and December 2023 Statistics.

Trustee Miller was pleased to see seven hundred items had been donated to laundromats. She asked what laundromats were being visited. Fairy Tale Theater had great numbers. Director Musil shared that the door count shows that we are almost back to pre-pandemic numbers.

Orland Hills Board Meeting.

No report.

Staff Updates.

Molly Blitstein was promoted to a Full-Time Youth Services Assistant beginning on December 17, 2023. Robin Michon was promoted to a Full-Time Technical Services Clerk starting on January 8, 2024.

Building and Grounds.

The LAN room and HVAC project is due to be completed by early next week.

Youth Advisory Council Report.

Jade Jeffries and Paige Sullivan gave their report. The Lock-in had a music/glow in the dark theme. The teens will be creating another bench. This year's theme is Saturday Morning Cartoons. The teens enjoy getting to paint and hang out working on the bench. It is completed in two six-hour sessions. Fairy Tale Theaters first winter program was well attended.

Friends of the Library Report.

No report.

Departmental Report.

The report was noted.

Program Publicity Report.

The library will cease posting on X (formerly Twitter). X's analytical data is incorrect and is lacking community engagement. The library's other social media accounts, however, are doing well.

NEW BUSINESS

Approval of the Revised Market Benchmarking and Compensation Structure, Effective May 1, 2024. See Memo and Final Report with Pay Grade Assignments.

The pay grade structure is looked at with HR Source every three years. This ensures employees are appropriately aligned within the structure and adjustments are made as needed. Trustee Daniels motioned to approve the Revised Market Benchmarking and Compensation Structure, Effective May 1, 2024. Trustee Hess-Wojcik seconded. Roll Call vote: Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of Construction Management Services Contract with SMC Construction Services for Phase 1 of Building Renovation. See Memo, Concept Budget, Contract Amendment, and CM Services & Compensation Proposal.

Trustee Daniels motioned to approve the Construction Management Services Contract with SMC Construction Services for Phase 1 of the Building Renovation. Trustee Herman seconded. Roll Call Vote: Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of Architectural Services Contract with Product Architecture + Design for Phase 1 of Building Renovation. See Memo, Contract Rider.

Trustee Herman motioned to approve the Architectural Services Contract with Product Architecture + Design for Phase 1 of the Building Renovation. Trustee Daniels seconded. Roll Call vote: Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of Site Design's Proposal for Civil Engineering, Coordination of Electrical Engineering, and Plumbing Engineering Regarding the Planned Outdoor Prairie Garden and StoryWalk. See Memo and Proposal.

Trustee Hess-Wojcik motioned to approve Site Design's Proposal for Civil Engineering, Coordination of Electrical Engineering, and Plumbing Engineering Regarding the Planned Outdoor Prairie Garden and StoryWalk. Trustee Miller seconded. Roll Call vote: Ayes: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of Collecting Donation Items for PAWS of Tinley Park for the Library's Planned Adoption Program. See Memo.

Trustee Miller suggested Director Musil reach out to the insurance company to confirm we are properly covered for the event. Trustee Daniels motioned to approve Collecting Donation Items for PAWS of Tinley Park for the Library's Planned Pet Adoption Program. Trustee Herman seconded. Roll call vote: Pat Adaranijo, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Ayes: All. Nays: None. Motion carried.

OLD BUSINESS

No report.

PRESIDENTS REPORT

President Meyers gave time for Trustee Adaranijo to say a few words. Trustee Adaranijo submitted a letter of resignation from the Library Board effective February 23, 2024. She expressed her pleasure at being a part of the Board. Trustee Adaranijo is proud of the progress that has been made during her six and a half years on the Board and she knows it will continue. Director Musil expressed his thanks to Trustee Adaranijo for her time and dedication to the library.

ADJOURNMENT

Trustee Adaranijo motioned to adjourn the meeting at 8:05 p.m. President Meyers seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President