

**TINLEY PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 28, 2024 – 7:00 p.m.**

**MEMBERS PRESENT**

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 7:21 p.m.

**ROLL CALL**

Roll call was taken.

**INTRODUCTION OF GUEST/AUDIENCE TO VISITORS**

Veronica Tharpe, Tinley Park resident was in attendance. Members of Troop 318 from Orland Park were present to observe a public meeting. Paige Sullivan from the Youth Advisory Council was also in attendance.

**APPROVAL OF AGENDA**

The agenda of the February 28, 2024 Library Board of Trustees Meeting was approved.

**APPROVAL OF MINUTES**

Approval of the January 24, 2024 Regular Board Meeting Minutes.

Secretary Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from the January 24, 2024 Tinley Park Public Library Board of Trustees Meeting. Treasurer Daniels seconded. Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

**CORRESPONDENCE**

Assistant Director Schroeder shared that the library was named one of the best libraries for children in the south suburbs by Chicago Parent Magazine.

## **FINANCIAL REPORT**

### Approval of the January 2024 Financial Report.

Treasurer Daniels motioned to approve the January 2024 Financial Report. Secretary Hess-Wojcik seconded. Roll Call Vote: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

### Approval of the Bills List from 01/16/2024 through 02/21/2024 in the amount of \$588,292.37.

Secretary Hess-Wojcik inquired about the separate charges for Overdrive. Director Musil shared these are Ereader Downloads, one is a magazine subscription, one for adults and the third is for children. Secretary Hess-Wojcik asked about the charge for Cummins. Director Musil stated this charge was for Generator service. A question was asked about the Outsource Solutions invoice and separate charges. Director Musil shared this is an internal coding to use multiple budget lines. Trustee Herman motioned to approve the bills list for the dates and amounts as follows: January 16, 2024 through February 21, 2024 in the dollar amount of \$588,292.37. Trustee Stern seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

## **ADMINISTRATIVE REPORT**

### Director's Report.

Secretary Hess-Wojcik inquired how old the UPS is. Director Musil shared it is 14 years old. The plan is to replace the batteries and if needed the UPS will be replaced.

### Assistant Director's Report.

Assistant Director Schroeder's report was noted.

### Strategic Plan FY2024, Q2 & Q3 Report.

President Meyers was pleased with the report. Vice President Miller shared she was happy with the progress of the Seed Garden. Treasurer Daniels inquired about a timeline for a 3D printer and whether it is a big undertaking. Secretary Hess-Wojcik asked if the cost of this was yet known. Trustee Stern loves the idea and shared she looks forward to hearing more about implementing this. Director Musil shared that staff has been researching this and will report back once staff conclude the research.

### January 2024 Statistics.

Trustee Stern inquired about initiatives for going green and possibly saving some money on postage with the newsletter. Assistant Director Schroeder shared that the Library currently uses carrier route bulk mailing rates, which is more cost efficient than individualized mailing rates.

### Orland Hills Board Meeting.

No report.

### Staff Updates.

Rakhshanda Ahmad resumed a position as a Part-Time Youth Services Assistant on February 6, 2024. Zenieda Reyes began her position as a Part-Time Shelver on February 7, 2024. Mariam Ali started her position as a Part-Time Circulation Clerk on February 19, 2024. Shari Rivera will begin her position as a Part-Time Youth Services Assistant on February 29, 2024. Kristina Howard has resigned her position as the Full-Time Adult Services Manager effective April 30, 2024.

### Building and Grounds.

The UPS will be repaired and the alarm panel will be replaced.

### Phase 1 Building Renovation Updates.

The renovation project is moving along well. Meetings have been held with SMC and Product Architecture + Design. Renderings should be presented at the April Board meeting. Bids should be open in August and contracts are expected to be in place by September. The project is expected to begin in December of 2024. This could impact programming slightly and alternatives will be looked into to keep programs available. Continued outreach with the public is a possible option.

### Youth Advisory Council Report.

Paige Sullivan gave the report for the Youth Advisory Council. The bench project has started. The theme of the bench is Arthur. The first date scheduled for painting is March 9, 2024. A bookmark contest was held. Gift cards will be given to the winner and their designs will be reproduced and available for patrons. Jennifer Lowe and Yvette Curtis will be attending School District 146's Wellness Fair. There have been many programs offered and they have been well attended. Twenty-six teens attended January's YAC meeting as well as twenty-six teens for Café Ole.

### Friends of the Library Report.

A new treasurer has been appointed. The Friends are helping to support the Fall Fandom Fest.

### Departmental Report.

The report was noted.

### Program Publicity Report.

The Publicity report was noted.

## **EXECUTIVE SESSION**

At 7:50 Trustee Stern motioned to go into Executive Session per exception Section 2(c) of the Open Meetings Act. Vice President Miller seconded. Ayes: All Nays: None. Motion carried.

## **OPEN SESSION**

At 8:08 the Regular Board Meeting reconvened from Executive Session.

**NEW BUSINESS**

Deaccession of Library Equipment.

Treasurer Daniels motioned to deaccess the requested library equipment. Trustee Stern seconded. Roll call vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

Approval of FY2025 Budget in the Dollar Amount of \$14,015,550.00.

Treasurer Daniels motioned to approve the FY2025 Budget in the Dollar Amount of \$14,015,550.00. Vice President Miller Seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

Approval of Staff Compensation Increases for FY2025.

Treasurer Daniels motioned to approve staff compensation increases for FY2025 as presented by Administration.

<u>Performance Evaluation Rating</u>	<u>Merit Increase</u>
Needs Improvement	0.0%
Solid Performer	2.5%
Exceeds Expectations	3%

- Employees over their salary maximum will not be eligible for a merit increase and would instead receive a lump sum bonus equal to the Solid Performer merit increase.
- Employees whose salaries increase by the statutory increase in the minimum wage for Illinois will not be eligible for a merit increase.

Trustee Herman seconded. Roll Call vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

**OLD BUSINESS**

No report.

**PRESIDENTS REPORT**

President Meyers spoke about the vacancy left on the Board due to Trustee Adaranijo’s resignation. President Meyers formally announced the vacancy and directed Administration to post this on the library’s website for two weeks. Interested parties are to submit a letter of interest and a resume.

**ADJOURNMENT**

Vice President Miller motioned to adjourn the meeting at 8:16 p.m. Treasurer Daniels seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President