

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 27, 2024 – 7:00 p.m.**

MEMBERS PRESENT

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 7:10 p.m.

ROLL CALL

Roll call was taken.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

Veronica Tharpe, Tinley Park resident was in attendance. Paige Sullivan from the Youth Advisory Council was also in attendance.

APPROVAL OF AGENDA

The agenda of the March 27, 2024 Library Board of Trustees Meeting was approved.

APPROVAL OF MINUTES

Approval of the February 28, 2024 Committee of the Whole Meeting Minutes.

Treasurer Daniels motioned to approve the Committee of the Whole Meeting Minutes from the February 28, 2024 Tinley Park Public Library Board of Trustees Meeting. Trustee Herman seconded. Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of the February 28, 2024 Regular Board Meeting Minutes.

Vice President Miller motioned to approve the Regular Board Meeting Minutes from the February 28, 2024 Tinley Park Public Library Board of Trustees Meeting. Treasurer Daniels seconded.

Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of the February 28, 2024 Executive Session Meeting Minutes.

Vice President Miller motioned to approve the Executive Session Meeting Minutes from the February 28, 2024 Tinley Park Public Library Board of Trustees Meeting. Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

CORRESPONDENCE

None.

FINANCIAL REPORT

Approval of the February 2024 Financial Report.

Vice President Daniels identified an error from the Village on the financial report. President Meyers thanked Treasurer Daniels for being so thorough with the financial report. Treasurer Daniels motioned to table the approval of the February 2024 Financial Report until the April 2024 meeting. Trustee Herman seconded. Roll Call Vote: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of the Bills List from 02/22/2024 through 03/19/2024 in the amount of \$442,373.62.

Vice President Miller motioned to approve the bills list for the dates and amounts as follows: February 22, 2024 through March 19, 2024 in the dollar amount of \$442,373.62. Secretary Hess-Wojcik seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

ADMINISTRATIVE REPORT

Director's Report.

The Director's report was noted.

Assistant Director's Report.

Secretary Hess-Wojcik inquired about the construction grant that Assistant Director Schroeder is working on. Assistant Director Schroeder shared that the grant is due April 15, 2024 and that while we may not be likely to receive it because it is partially based on financial need, it is still worth trying.

February 2024 Statistics.

President Meyers commented on the number of study room bookings. Tinley Park resident Veronica Tharpe shared that she uses the rooms and finds them a unique asset to the library.

Orland Hills Board Meeting.

No report.

Staff Updates.

Terry Parker will begin the position of Full-Time Adult Services Manager on May 1, 2024. Megan Vasquez will begin the position of Full-Time Adult Services Assistant Manager on May 1, 2024.

Building and Grounds.

Work will begin next week on the alarm panel replacement.

Phase 1 Building Renovation Updates.

The renovation project is moving along well. Meetings have been held with SMC and Product Architecture + Design who will present to the Board at the May meeting. Trustee Herman inquired about the progress of the Prairie Garden & StoryWalk. Director Musil shared that while construction documents are mostly complete, there have been unforeseen issues related to surrounding wetlands that will require going through a permitting process before work can begin. The Board asked Administration to investigate whether cost savings could be achieved by incorporating the Prairie Garden & StoryWalk project into the larger building renovation.

Youth Advisory Council Report.

Paige Sullivan gave the report for the Youth Advisory Council. It was decided to give gift packages as prizes for the Summer Reading Program in place of gift cards. The baskets will have themes such as Star Wars, Baking, Art, and Self-Care. The bench has been started and is looking good. The Volunteer Club has worked on many projects. Some of the Youth Advisory Council were in the Irish Parade.

Friends of the Library Report.

The Friends has assisted in purchasing items for the Seed Library. There has been a team effort from Adult Services, Youth Services, and Marketing to try and get this ready to coincide with the summer reading program.

Departmental Report.

Secretary Hess-Wojcik asked if it was known which tests are being proctored at the library. Director Musil shared that librarians in Adult Services oversee the test proctoring and he will ask them which tests they have been seeing lately.

Program Publicity Report.

Vice President Miller commented on the open rates for emails as well as the expansion of the library's TikTok. Director Musil shared that Danyelle Clements does an amazing job creating TikToks for the library, and both Danyelle Clements and Jessica Dyer in Marketing contribute significantly to the Library's email marketing campaign.

EXECUTIVE SESSION

At 7:44 p.m. Secretary Hess-Wojcik 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 8:18 p.m. the Regular Board Meeting reconvened from Executive Session.

NEW BUSINESS

Approval of Library Director Compensation Increase for FY2025.

Vice President Miller motioned to approve a 3.5% increase for the Library Director for FY2025. Treasurer Daniels seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of Resolution Authorizing Library Board Meeting Dates for FY2025. See Resolution.

Treasurer Daniels motioned to approve the Resolution Authorizing Library Board Meeting Dates for FY2025 with the revision of a start time of 6:30 p.m.. Trustee Herman seconded. Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

Approval of 2025 Library Holiday Schedule. See Schedule.

Discussion took place amongst the Board to consider making a few changes to the Library Holiday Schedule. Vice President Miller motioned to approve the 2025 Library Holiday Schedule with a few revisions: the library will be open on Spring Holiday, April 18, 2025 and close at 5pm., close early on the day before Thanksgiving, November 26, 2025 at 5pm, and close on the day after Thanksgiving, November 28, 2025. Secretary Hess-Wojcik seconded. Roll Call Vote: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Darren Meyers. Nays: None. Motion carried.

OLD BUSINESS

No report.

PRESIDENTS REPORT

No report.

ADJOURNMENT

Treasurer Daniels motioned to adjourn the meeting at 8:32 p.m. Vice President Miller seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President