

**TINLEY PARK PUBLIC LIBRARY**  
**BOARD AGENDA**  
**December 2, 2020 – 7:00 p.m.**  
**Virtual Meeting Held on Zoom**

The President of the Board of Library Trustees has determined, pursuant to P.A. 100-0640 (SB 2135), that an in-person meeting is not practical or prudent at this time because of the COVID-19 health emergency. <https://www.ilga.gov/legislation/publicacts/101/101-0640.htm>

**MEMBERS PRESENT**

Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels

**LIBRARY STAFF PRESENT**

Richard Wolff, Administrator  
Zach Musil, Assistant Administrator  
Lynette Williams, Business Office Manager -Benefits Coordinator

**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. Trustee Miller joined meeting at 7:17 p.m.

**INTRODUCTION OF GUEST/AUDIENCE TO VISITORS**

No attendees.

**APPROVAL OF MINUTES**

**Action Item #1 Approval of the October 28, 2020 Minutes**

Trustee Daniels suggested a sentence revision to the October 28, 2020 minutes. President Hannon asked Administrator Wolff to address the library's relationship with the Village. Administrator Wolff shared how the library's relationship has progressed during his time as Administrator.

Trustee Meyers motioned to table the approval of the regular minutes of the October 28, 2020 Tinley Park Public Library Board of Trustees meeting with suggested revisions. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried. Trustee Daniels seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

#### Action Item #2 Approve of the November 2, 2020 Special Board Meeting Minutes

Trustee Meyers motioned to approve the November 2, 2020 Special Board Meeting Minutes with the revision of deleting the number 5 in the Closed Session time. Trustee Hess-Wojcik seconded. Roll call vote: Ayes: Catherine Hannon, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

#### **CORRESPONDENCE**

Correspondence was noted.

#### **FINANCIAL REPORT**

##### Action Item #1 Approval of the October 2020 Financial Report

A number of questions were asked relating to specific balances from the October 2020 library general operations fund under the financial report. Administrator Wolff addressed all questions.

The Library Board reviewed the October 2020 Financial Report. Trustee Whalen motioned to approve the report as submitted. Trustee Daniels seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

##### Action Item #2 Approval of Bills List from 10/15/2020 through 11/19/2020 in the amount of \$429,134.00

Trustee Daniels asked about the Crestron project. Administrator Wolff shared the Crestron Project is the audio/video system. Logical Technical Services did the wiring and AVI did the programming and installation.

Trustee Adaranijo motioned to approve the bills list for the dates and amounts as follows: October 15, 2020 thru November 19, 2020 in the dollar amount of **\$429,134.00**. Trustee Meyers seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

#### **ADMINISTRATOR'S REPORT**

##### Informational Item #1 Administrator's Report. November 2020

The Administrator's report was noted. Trustee Meyers asked about a charge from Metalmaster Roofmaster Inc. Administrator Wolff shared this charge was for roof work completed. A full roof inspection was performed and repairs to issues were addressed. A charge from Site Design Group, Ltd. was asked about. Administrator Wolff shared Site Design are consultants the library works with and the charge is the fee for their services. We contract with them annually. A charge from Fountain Technologies Ltd was asked about. Administrator Wolff stated this was for the winterization of the fountain. A charge on the Chase Card was inquired. Administrator Wolff shared this was for the replacement of a 10 gallon tank in the Youth Services department. Trustee Adaranijo asked about Patron Point. Assistant Administrator Musil shared this product helps us to personalize to our patron. This product does a lot of marketing automation.

#### Informational Item #2 October 2020 Statistics

The October 2020 Statistics report was noted.

#### Informational Item #4 Orland Hills Board Meeting

No report.

#### Informational Item #5 Staff Updates

No report. Will have a full update in January.

#### Informational Item #5 Building and Grounds

Administrator Wolff shared to the Board of Trustees the cooling system pipes has leaks. Repairs are in the works.

#### Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Assistant Administrator Musil shared SWAN was looking for pilot libraries for the Aspen Discovery Platform. Assistant Administrator Musil shared Aspen Discovery Platform is a replacement catalogue system. We applied to participate in this project and have been selected as one of 7 pilot libraries to test the platform.

### **NEW BUSINESS**

#### Action Item #1 Review and Approval of Closed Session Minutes

Trustee Meyers motioned the Approval of Closed Session Minutes to keep closed the following dates: 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. Trustee Miller seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

#### Informational Item #1 Approval of Friends of the Library Report. November 2020

No report.

#### Informational Item #2 Youth Advisory Council Report

No report.

#### Informational Item #3 November 2020 Departmental Reports

The November 2020 Departmental Reports were noted.

#### Informational Item #4 November 2020 Program Publicity Reports

The November 2020 Program Publicity Reports were noted.

Informational Item #5 Assistant Administrator's Report. November 2020

Assistant Administrator Report was noted.

**Old Business**

No report.

**Presidents Report**

No report.

**Executive Session**

No report.

**Adjournment**

Trustee Hess-Wojcik motioned to adjourn the meeting at 7:40 p.m. Trustee Whalen seconded. Roll call vote: Ayes: Catherine Hannon, Gina Miller, Laura Hess-Wojcik, Darren Meyers, Barbara Rose Whalen, Pat Adaranijo, Brad Daniels. Nays: None. Motion carried.

Respectfully submitted,

---

Secretary

---

President