

TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

August 28, 2024 – 6:30 p.m.

MEMBERS PRESENT

Brad Daniels, Treasurer

Leah Herman

Laura Hess-Wojcik, Secretary

Darren Meyers

Gina Miller, Vice-President

Elizabeth Stern

MEMBERS ABSENT

Dami Ajasa

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 6:30 p.m.

ROLL CALL

Roll call was taken.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

Tom Melody of Klein, Thorpe and Jenkins was in attendance. A Tinley Park Police Officer was also present.

APPROVAL OF AGENDA

Secretary Hess-Wojcik motioned to approve the agenda of the August 28, 2024 Tinley Park Public Library Board of Trustees Meeting. Trustee Meyers seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Darren Meyers, Gina Miller, Elizabeth Stern. Nays: None. Motion carried.

ELECTION OF BOARD OFFICERS

Action Item 1. President.

Treasurer Daniels nominated Secretary Hess-Wojcik for the office of President. Trustee Meyers nominated Trustee Herman for the office of President. Trustee Meyers motioned for a Roll Call Vote. Treasurer Daniels seconded. Roll Call Vote for Secretary Hess-Wojcik as President: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern. Roll Call Vote for Trustee Herman as President: Darren Meyers. Motion carries for Laura Hess-Wojcik to assume the role of President of the Tinley Park Public Library Board of Trustees.

Action Item 2. Secretary.

President Hess-Wojcik nominated Trustee Stern for the office of Secretary. Trustee Meyers nominated Trustee Herman for the office of Secretary. Treasurer Daniels motioned for a Roll Call Vote. Trustee Stern seconded. Roll Call Vote for Trustee Stern as Secretary: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern. Roll Call Vote for Trustee Herman as Secretary: Darren Meyers. Motion carries for Elizabeth Stern to assume the role of Secretary of the Tinley Park Public Library Board of Trustees.

APPROVAL OF MINUTES

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

President Hess-Wojcik pointed out an extra word in a sentence to be removed. Trustee Meyers asked that page numbers be added to the minutes going forward. Trustee Meyers discussed the second paragraph under New Business, asking that this be stricken for not being heard by other Board members. Treasurer Daniels stated to add an amendment to his comment under New Business, Phase 1 Building Updates as "only an attorney can interpret law." Treasurer Daniels motioned to end discussion and approve the minutes with the addition of his and President Hess-Wojcik's amendments. Secretary Stern seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern. Nays: Darren Meyers. Motion carried. President Hess-Wojcik motioned to approve the Minutes of the July 24, 2024 Regular Board Meeting Minutes with President Hess-Wojcik's and Treasurer Daniels' amendments. Trustee Herman seconded. Roll Call Vote: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern. Nays: Darren Meyers. Motion carried.

Approval of July 29, 2024 Special Board Meeting Minutes.

Trustee Meyers motioned to table the approval of the July 29, 2024 Special Board Meeting minutes. No second was made. Motion died. Treasurer Daniels motioned to approve the July 29, 2024 Special Board Meeting Minutes. Trustee Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern. Nays: Darren Meyers. Motion carried.

CORRESPONDENCE

President Hess-Wojcik shared that the Board sent a letter via USPS certified mail to the Tinley Park address on file for Trustee Meyers regarding the Special Board Meeting of July 29, 2024, but the letter was returned as undeliverable since the forwarding order has expired. She asked Trustee Meyers if this was the correct address for him to receive mail. He stated this was his address and that he owns two homes.

FINANCIAL REPORT

Approval of the July 2024 Financial Report.

Trustee Meyers noted that the legal expenditures are at almost fifty (50) percent of the allotted budget and suggested that Director Musil increase that budget line. Treasurer Daniels disagreed, noting that it is important for budgeting purposes to determine which lines go over at the end of the fiscal year. Treasurer Daniels moved to table the approval of the July 2024 Financial Report until the votes are made for the previous months. This would move item 8a to 11c. Ayes: All Nays: None.

Approval of the Bills List from 07/11/2024 through 08/19/2024 in the amount of \$520,515.53.

Vice-President Miller asked if we had changed where oil changes were performed. Director Musil shared this was for the Bookmobile and they have been using this company for a few years. President Hess-Wojcik asking what the Amazon Music subscription is used for. Director Musil stated this is used for different programs such as Chair Yoga. Trustee Meyers asked for copies of invoices from multiple vendors to be placed in a blind envelope for him to view at his convenience in the library. Director Musil had the requested invoices available in the meeting and offered them to Trustee Meyers could view, but Trustee Meyers declined saying he would prefer them in an envelope to view at a later date. President Hess-Wojcik stated that this was not necessary and that Trustee Meyers could view these items now, before, or after any regular board meeting. Trustee Meyers motioned to approve the Bills List for the dates and amounts as follows: July 11, 2024 through August 19, 2024 in the dollar amount of \$520,515.53. Vice President Miller seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Darren Meyers, Gina Miller, Elizabeth Stern. Nays: None. Motion carried.

ADMINISTRATIVE REPORT

Director's Report.

Secretary Stern congratulated Director Musil on his appointment to the SWAN Board as Vice President. Treasurer Daniels shared that Director Musil must be highly thought of by his peers. Trustee Meyers raised questions regarding the Assistant Director's report and the location of the Prairie Garden & StoryWalk. Discussion took place. Vice President Miller motioned to end discussion. Treasurer Daniels seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern. Nays: Darren Meyers. Motion carried.

Assistant Director's Report.

Vice President Miller inquired about the Freedom of Information Act requests received by the library. Director Musil shared that they were sent by a virtual assistant company in North Carolina. Treasurer Daniels asked whether it is common to receive out-of-state Freedom of Information Act requests. Director Musil shared that it was not. Trustee Meyers asked Director Musil to paraphrase the requests. Director Musil had printed copies of the requests available and handed them to Trustee Meyers, who declined to read them. Regarding the Assistant Director's report, Secretary Stern shared she liked the Assistant Director's suggestion to have the Assistant Director's report only include items that differ from those in the Director's report.

July 2024 Statistics.

The report was noted.

Orland Hills Board Meeting.

The Board will meet next month.

Staff Updates.

Prue Thomas resigned his position as a Part-Time Computer Assistant effective August 14, 2024.

Building and Grounds.

There is a new vending machine on the lower level.

Strategic Plan FY2025, Q1 Report.

Vice President Miller shared that she liked that sometimes small changes make a really big impact. President Hess-Wojcik appreciates all the work with this report and keeping things on track. Vice President Miller asked what the term "Dead on Arrival" means for items. Director Musil explained that it is a term used by CollectionHQ, a collection management tool, to identify items not circulating for one year once they have been purchased. Some of these items have been relocated and their circulation has gone up by 70%.

Phase 1 Building Renovation Updates.

Director Musil shared there was a Pre-Bid Meeting this past Tuesday morning. Trustee Meyers wanted to know who approved the request for bids. President Hess-Wojcik stated this was approved at the June Board Meeting. Trustee Meyers asked the name of the committee involved in this project. Assistant Director Schroeder shared that the name staff use internally is the “Youth Services Renovation Team”.

Prairie Garden & Story Walk Project Updates.

Director Musil shared there will be a virtual pre-approval MWRD permitting meeting that he and Assistant Director Schroeder will attend.

Youth Advisory Council Report.

No report.

Friends of the Library Report.

No report.

Departmental Report.

Secretary Stern complimented the Wizard of Oz display and how it ties in so well with the program being held.

Program Publicity Report.

Vice President Miller commented on the TikTok account continuing to grow.

NEW BUSINESS

Approval of Resolution Authorizing End of Fiscal Year 2024 Transfer from General Operating Fund into Capital Fund.

Treasurer Daniels motioned to approve the Resolution Authorizing End of Fiscal Year 2024 Transfer from General Operating Fund into Capital Fund in the amount of \$1,500,000.00. Trustee Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Darren Meyers, Gina Miller, Elizabeth Stern. Nays: None. Motion carried.

Approval of Agreement with the Orland Hills Public Library District to Continue Providing Library Services to Orland Hills Public Library District Residents.

Secretary Stern motioned to approve the Agreement with Orland Hills Public Library District to Continue Providing Library Services to Orland Hills Public Library District Residents. Vice President Miller seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Darren Meyers, Gina Miller, Elizabeth Stern. Nays: None. Motion carried.

Approval of 2024 Staff Holiday Party.

The Board discussed the options given and chose Ottimo's for the Staff Holiday Party. Treasurer Daniels motioned to approve the Staff Holiday Party at Osteria Ottimo Ristorante Italiano on Sunday December 1, 2024 for a total dollar amount not to exceed \$3,200.00. Trustee Meyers seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Darren Meyers, Gina Miller, Elizabeth Stern. Nays: None. Motion carried.

OLD BUSINESS

Approval of May 2024 Financial Report.

Treasurer Daniels shared that he has been communicating with Director Musil and Assistant Director Schroeder about the Financial Reports. He feels that the person overseeing the report at the Village of Tinley Park is working out the issues from taking over the reports. Treasurer Daniels will continue to keep an eye on things and feels that the issues will be overcome. Trustee Meyers believes this to be problematic and asked what should be done if there are continuing issues. Treasurer Daniels has made suggestions to Director Musil and Assistant Director Schroeder, and has volunteered to help if needed or desired. Treasurer Daniels stated he would like to see if the patterns continue. Treasurer Daniels motioned to approve the May 2024 Financial Report. Trustee Meyers seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Laura Hess-Wojcik, Darren Meyers, Gina Miller, Elizabeth Stern. Nays: None. Motion carried.

Approval of June 2024 Financial Report.

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

Approval of July 2024 Financial Report.

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

TRUSTEE COMMENTS

Brad Daniels: No comment.

Leah Herman: No comment.

Darren Meyers: Trustee Meyers stated would rather not be surprised if matters are going to be brought up concerning his personal information at a meeting and believes they should be listed on the agenda.

Gina Miller: No comment.

Elizabeth Stern: Secretary Stern shared she does not care for the intimidation in emails from Trustee Meyers and finds them threatening.

Laura Hess-Wojcik: President Hess-Wojcik agrees with Secretary Stern in that the “keep your retorts to a minimum” sign-off for his emails are unprofessional.

ADJOURNMENT

Treasurer Daniels motioned to adjourn the meeting at 7:40. Vice President Miller seconded. Ayes: All
Nays: None. Motion carried.

Respectfully submitted,

Secretary

President