

TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

September 25, 2024 – 6:30 p.m.

MEMBERS PRESENT

Dami Ajasa
Brad Daniels, Treasurer
Leah Herman
Darren Meyers
Gina Miller, Vice-President
Elizabeth Stern, Secretary
Laura Hess-Wojcik, President

LIBRARY STAFF PRESENT

Zach Musil, Director
Sarah Schroeder, Assistant Director
Lyn Williams, Business Office Manager
Jennifer Schulien, Business Office Assistant

CALL TO ORDER

The meeting of the Tinley Park Public Library Board of Trustees was called to order at 6:31 p.m.

GENERAL RULES OF DECORUM ACCORDING TO ROBERT'S RULES OF ORDER

President Hess-Wojcik shared with the Board and others in attendance to keep level heads, not argue, and to be respectful and calm. She encouraged the Board and others in attendance to discuss the merits of an item and not the personality or person.

ROLL CALL

Roll call was taken.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

Tiffany Nash of Product Architecture + Design was in attendance. John Shales and Chris Damsch from SMC Construction Services were present. Youth Services Manager, Valerie Zulevic was in attendance. Dennis Walsh from Klein, Thorpe and Jenkins was present. Two Tinley Park police officers were present as well. Tinley Park resident Angel Pia observed part of the meeting.

APPROVAL OF AGENDA

The agenda of the September 25, 2024 Tinley Park Public Library's Board of Trustees meeting was approved. Ayes: All Nays: None. Motion carried.

APPROVAL OF MINUTES

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

Trustee Meyers submitted proposed amendments to the August 28, 2024 Regular Board Meeting Minutes 48 hours prior to the meeting. Trustee Meyers read aloud each of his proposed amendments and moved that each change to be made to the minutes. Motions were not seconded and the motions died. Trustee Meyers motioned to amend Secretary Stern's statement in Trustee Comments by adding the following to her comments: "Trustee Meyers responded; 'Nothing offensive intended. Just because you are offended does mean you are right'". President Hess-Wojcik seconded. Secretary Stern stated that Trustee Meyers did not make the explanation that he wanted to add to the minutes during the August 28, 2024 meeting and therefore was not appropriate to add to the minutes. President Hess-Wojcik agreed Trustee Meyers did not actually make the statement at the meeting. Roll Call Vote to make this proposed change to the August 28, 2024 Minutes: Ayes: None. Defer in absence: Dami Ajasa. Abstention: Darren Meyers. Nays: Brad Daniels, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Motion fails. Treasurer Daniels motioned to approve the Minutes of the August 28, 2024 Regular Board Meeting Minutes as written. Secretary Stern seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Deferral: Dami Ajasa, Motion carried.

CORRESPONDENCE

Trustee Meyers asked Director Musil if he received a certified letter. Director Musil shared he had received this letter as well as a letter for Secretary Stern. Trustee Meyers inquired why this was not listed under correspondence for the meeting agenda or provided to the Board. Director Musil shared he called Secretary Stern to inform her there was a certified letter at the library. Secretary Stern shared that she would pick this up prior to the meeting. President Hess-Wojcik asked Director Musil if there was anything in the letter the Board had not previously seen. Director Musil stated the letter was a copy of an email previously sent to all Board members.

FINANCIAL REPORT

Approval of the August 2024 Financial Report.

Treasurer Daniels moved to table the approval of the August 2024 Financial Report until next month's meeting as he is waiting for the Village to answer one more question. Director Musil and Assistant Director Schroeder are working with the Village and looking into accounting options. Trustee Meyers asked Treasurer Daniels if this is a bigger issue. Treasurer Daniels would like to give Library Administration time to investigate options. Treasurer Daniels motioned to table the Approval of the August Financial Report until October Board Meeting. Trustee Meyers seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of the Bills List from 08/20/2024 through 09/16/2024 in the amount of \$366,622.03.

Vice-President Miller motioned to approve the Bills List for the dates and amounts as follows: August 20, 2024 through September 16, 2024 in the dollar amount of \$366,622.03. Trustee Herman

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

ADMINISTRATIVE REPORT

Director's Report.

Director Musil shared that another FOIA request was received today and was therefore not listed in his Director's Report. The request is for a library call history that includes the private numbers of trustees and staff from July to August. President Hess-Wojcik asked if it was even possible to obtain this information. Director Musil said that they haven't been able to obtain the information so far, but they are still working with AT&T. President Hess-Wojcik stated we cannot provide what we cannot get.

Assistant Director's Report.

Vice-President Miller commented on Assistant Director Schroeder's attendance at the SWAN Quarterly Meeting to discuss Patron Point and thinks this says a lot about her. Vice-President Miller thought this was great.

August 2024 Statistics.

The report was noted.

Orland Hills Board Meeting.

The Orland Hills Board has signed a contract for another 10 years. Director Musil will be attending their November meeting.

Staff Updates.

No report.

Building and Grounds.

Director Musil shared there was a sprinkler inspection. Some repairs were needed, and the work was done by MVP Fire Systems. Fountain Technologies has gone out of business. The library has found Fountain Pros who will provide the service going forward.

Phase 1 Building Renovation Updates.

Director Musil shared that bids have been received and came in \$300,000 under budget. Trustee Meyers left the meeting room.

Prairie Garden & Story Walk Project Updates.

Director Musil shared updates regarding the MWRD/WMO permitting process.

Youth Advisory Council Report.

No report. Treasurer Daniels asked if it was possible to have a written report even if no member is present.

Trustee Meyers re-entered the room.

Friends of the Library Report.

Director Musil shared there have been some issues with Fannie May but they have been resolved. The Friends have agreed to purchase holiday gift cards for the staff.

Departmental Report.

Secretary Stern expressed her appreciation of how the library staff is proactively finding alternative locations in the community for Storytimes. Director Musil shared this was due to Youth Services Manager Valerie Zulevic's hard work. Trustee Herman thanked Valerie for her hard work.

Program Publicity Report.

The report was noted.

NEW BUSINESS

Consideration of Awarding Bid Packages and Entering Agreements for Phase 1 Interior Renovation Project.

Award Furniture Bid Packages as recommended by Product Architecture + Design for a total of \$547,641.76, including \$22,000.00 library purchasing budget and \$5,000.00 contingency budget, and enter into agreements with the following vendors.

The Furniture Shop (\$23,045.00)

KI Furniture (\$73,949.38)

Boss Displays (\$18,735.05)

Interior Investments-VS Products (\$39,412.80)

Interiors for Business (\$4,734.53)

Library Furniture International (\$237,547.00)

Interior Investments-Bid Package 1: Open Lines (\$147,200.00)

Director Musil shared that SMC Construction Services and Product Architecture + Design were in attendance. The bids went well and came in \$300,000.00 under budget. We are looking to move forward with award letters and the project. John Shales stated they were pleased with the bidding process. Treasurer Daniels asked if anything had been built into the budget for unexpected costs. John Shales shared this has been accounted for. Treasurer Daniels motioned to approve the Award Furniture Bid Packages as recommended by Product Architecture + Design for a total of \$547,641.76, including \$22,000.00 library purchasing budget and \$5,000.00 contingency budget, and enter into agreements with

the listed vendors. Vice-President Miller seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Abstention: Darren Meyers. Nays: None. Motion carried.

Award Bid Package #02A-Demolition with Alternatives 1,2,3,4,6,7A, and 7B to Break-Thru Demolition, as recommended by SMC Construction Services, for a total of \$137,800.00.

Treasurer Daniels motioned to approve Award Bid Package #02A-Demolition with Alternatives 1,2,3,4,6,7A and 7B to Break-Thru Demolition, as recommended by SMC Construction Services, for a total of \$137,800.00. Trustee Herman seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik, Abstention: Darren Meyers. Nays: None. Motion carried.

Award Bid Package #06A – General Trades, 08A – Aluminum/Glass Glazing, 09A – Painting, 09B – Acoustic Ceilings, 09C – Flooring, 21A – Fire Suppression, 22A – Plumbing, 26A – Electrical, and 32A – Site Concrete/Asphalt Paving with Alternates 1, 2, 3, 4, 6, 7A, and 7B as recommended by SMC Construction Services to Hargrave Builders, CAD Glazing, Nedrow, Integrated Specialties, Johnson Floor, Nelson Fire, Wagner Plumbing, Airport Electric, and Abbey Construction, respectively for a total of \$3,322,111.00.

Discussion took place amongst the Board and it was decided to approve bids 3 through 12 on the agenda with the exception of item 10 (i.e. Bid Package #23A-HVAC) which would be discussed and decided separately. Trustee Meyers motioned to approve agenda items 3 through 12 with the exception of Bid 10. Treasurer Daniels seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Award Bid Package #23A-HVAC with Alternates 1,2,3,4,6,7A and 7B to Crowther Roofing and Sheet Metal, as recommended by SMC Construction Services, for a total of \$146,665.00.

Trustee Meyers asked why the bid was going to Crowther Roofing when they do not specialize in Heating and Air Conditioning. John Shales and Chris Damsch from SMC Construction Services shared this was the lowest bid, and SMC has had conducted a full scope review, finding that Crowther satisfied the criteria. Attorney Dennis Walsh shared that the library is obligated to go with the lowest bid. Trustee Meyers shared that he has concerns with Crowther Roofing. Treasurer Daniels motioned to approve Bid Package #23A-HVAC with Alternates 1,2,3,4,6,7A and 7B to Crowther Roofing and Sheet Metal, as recommended by SMC Construction Services for a total of \$146,665.00. Trustee Meyers seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Abstention: Dami Ajasa. Nays: Darren Meyers. Motion carried.

OLD BUSINESS

No report.

TRUSTEE COMMENTS

Dami Ajasa: No comment.

Brad Daniels: No comment.

Leah Herman: No comment.

Darren Meyers: Trustee Meyers asked if the Executive Session could be held in the Board Room, he expressed a concern that the recorder might not capture everything in such a large room. President Hess-Wojcik stated there was no need to move the meeting.

Gina Miller: No comment.

Elizabeth Stern: No comment.

Laura Hess-Wojcik: No comment.

EXECUTIVE SESSION

At 7:31 Vice-President Miller motioned to go into Executive Session per 5 ILCS 120/2c (1)- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or specific volunteers of the public body, including hearing testimony on a complaint lodged against an employee of a volunteer of the public body to determine its validity. Trustee Herman seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik.

OPEN SESSION

The Board Meeting resumed at 7:52.

Action on Complaints Lodged Against an Employee and/or Volunteer of the Public Body, Including Potential Authorization of an Independent Investigation.

Treasurer Daniels motioned to authorize an investigation with an independent 3rd party investigator with the first step being to acquire 4 recommendations from Klein, Thorpe and Jenkins. Vice-President Miller seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

ADJOURNMENT

Treasurer Daniels motioned to adjourn the meeting at 7:54. Trustee Ajasa seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President