

TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

October 23, 2024 – 6:30 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Dami Ajasa
Brad Daniels, Treasurer

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 present. Youth Services Assistant Manager, Jennifer Lowe was in attendance with YAC members Brendan Curtis and Aaron Pronga. Patron Caroline Lilly was also present.

APPROVAL OF AGENDA

Trustee Meyers asked to move the discussion of the Executive Session Minutes to an Executive Session. Library Attorney Tom Melody shared that the Executive Session Minutes discussion could be moved to an executive session but the approval of those minutes must be held in the open session. Trustee Meyers noted that an agenda item he had proposed via email had not been included in the agenda. President Hess-Wojcik shared that the proposed agenda item could be discussed in conjunction with the proposed amendments to the bylaws regarding the presence of law enforcement at Board meetings.

Trustee Meyers motioned to move 9d “Proposed Amendments to the Bylaws of the Board of Library Trustees” to the Executive Session. President Hess-Wojcik seconded. Roll Call Vote: Ayes: Darren Meyers, Laura Hess-Wojcik. Nays: Leah Herman, Gina Miller, Elizabeth Stern. Motion fails. Item 9d remains on the agenda under New Business. Trustee Meyers motioned to approve the Agenda of the October 23, 2024 Board of Trustees Meeting. Vice-President Miller seconded. Ayes: All Nays: None. Motion carries.

APPROVAL OF MINUTES

Approval of the September 25, 2024 Regular Board Meeting Minutes.

Trustee Meyers motioned to amend the minutes as modified in a note he sent to Director Musil and Board members prior to the meeting. No second. Motion dies. Trustee Meyers motioned to amend the Staff Updates in the meeting minutes asking if an employee handbook is given to employees as well as volunteers with an affidavit to be signed. No second. Motion dies. Vice-President Miller motioned to approve the September 25, 2024 Regular Board Meeting Minutes as written. Trustee Herman seconded. Ayes: Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

Approval of the September 25, 2024 Executive Session Meeting Minutes.

Discussion was moved to Executive Session.

Approval of the October 16, 2024 Special Board Meeting Minutes.

Trustee Herman motioned to approve the October 16, 2024 Special Board Meeting Minutes. Secretary Stern seconded. Ayes: Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Abstention: Darren Meyers. Motion carried.

CORRESPONDENCE

No report.

FINANCIAL REPORT

Approval of the September 2024 Financial Report.

President Hess-Wojcik shared she had communicated with Treasurer Daniels regarding the September report and he thought this report could be approved. Trustee Meyers asked Director Musil if we had been in contact with the Village’s accounting staff. Director Musil shared he has been in contact with Joseph Page for the reports and Hannah Lipman, as included in his report to the Board. Trustee Meyers also asked if Treasurer Daniels had been in contact with Director Musil. Director Musil shared he had been in contact with Treasurer Daniels. Vice-President Miller motioned to approve the September 2025 Financial Report. Trustee Herman seconded. Roll Call Vote: Ayes: Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of the Bills List from 09/17/2024 through 10/15/2024 in the amount of \$454,196.58.

President Hess-Wojcik inquired about a payment to Fun Fun Fun DJs. Director Musil shared this was a vendor whose speaker was damaged at the Fall Fandom Fest and was seeking compensation. He shared that he spoke with Tom Melody regarding the matter and Attorney Melody gave Director Musil a few options. Director Musil shared a payment was made. President Hess-Wojcik also asked about the charges from Sikich and if this was the last of the costs. Director Musil shared he believes there is still more work but he will look into this. President Hess-Wojcik also inquired if the Voucher List was a spreadsheet or a PDF. Director Musil shared it is a PDF, and reporting should improve once the Village and Library move to the new ERP system. Trustee Herman motioned to approve the Bills List for the dates and amounts as follows: September 17, 2024 through October 15, 2024 in the dollar amount of \$454,196.58. Vice-President Miller seconded. Roll Call Vote: Ayes: Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

ADMINISTRATIVE REPORT

Director's Report.

Trustee Herman shared she was happy to hear the Fall Fandom Fest went well. Director Musil said the staff worked hard and really care about the event. Vice-President Miller heard there were more people in attendance than last year. President Hess-Wojcik asked if there were any concerns over the new ERP implementation. Director Musil shared the Village has adopted an aggressive timeline, expecting to go live in February. Assistant Director Schroeder stated both the existing and new software will run simultaneously for a time. President Hess-Wojcik asked if there was any discussion with the Village about hiring a part-time accountant. Director Musil shared Library Administration and Village Management are investigating options and noted that generating financial reports for the Board should be easier with the new system. Trustee Meyers asked if we should act on looking at options for accounting now. Director Musil and Assistant Director Schroeder stated they would look into this.

Assistant Director's Report.

President Hess-Wojcik shared she likes how the differences in Assistant Director Schroeder's report are separate but would still like to see the items that overlap the Director's report. Vice-President Miller and Secretary Stern agree and would like to see this change as well.

September 2024 Statistics.

The report was noted.

Orland Hills Board Meeting.

No report.

Staff Updates.

Tony Polius began his position as a Part-Time Computer Assistant on October 14, 2024. Trustee Meyers asked Director Musil if new employees receive a handbook and if they sign an affidavit. Director Musil had no comment. Trustee Meyers asked if manuals were handed out to volunteers. Director Musil had no comment. President Hess-Wojcik stated staff updates were being discussed and Trustee Meyers question was out of order.

Building and Grounds.

Director Musil shared the fountain has been turned off for the season and there is no further report.

Phase 1 Building Renovation Updates.

SMC and Product Architecture + Design are working on obtaining permits. Construction is scheduled to begin in early December. PODS to store furniture offsite will be here in late November. Trustee Herman is excited to see what is to come. Trustee Meyers asked if any Board members serve on the committee for the Youth Services renovation team. Director Musil had no comment and said there was no further report. Trustee Meyers would like this report to include a Gantt chart and be written rather than a verbal report. Director Musil shared he will provide what the Board asks of him. President Hess-Wojcik ruled Trustee Meyers out of order.

Prairie Garden & Story Walk Project Updates.

Director Musil shared that SMP has submitted permits and the first round of feedback will be in November.

Youth Advisory Council Report.

Aaron Pronga introduced himself and is the Vice-President of the Youth Advisory Council and is a sophomore at Lincolnway East High School. Brendan Curtis introduced himself as the President of the council and is a senior at Tinley Park High School. Both have been coming to the library since they were five years old. Brendan participated in the Super Smash Bros. tournament at the Fall Fandom Fest. He came in second this year and first last year. At a recent meeting discussion took place about how to improve YAC. It was suggested to have more pizza and extend the time of the meetings from one hour to an hour and a half. Youth Services Assistant Manager shared the librarians would need to look at schedules so as to not conflict with other programs. The Board agreed more money could be spent on pizza for the meetings.

Friends of the Library Report.

No report.

Departmental Report.

The report was noted.

Program Publicity Report.

The report was noted.

NEW BUSINESS

Deaccession of Library Equipment.

Trustee Meyers motioned to deaccess the library equipment as listed in the memo. Vice-President Miller seconded. Roll Call Vote: Ayes: Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Revisions to Exhibit Space Policy.

Secretary Stern asked if the teen art gallery wall or something similar could be added back in the future if needed. Director Musil shared they will look to find another way to incorporate teen art into the space. Trustee Meyers motioned to approve the revisions to the Exhibit Space Policy. Vice-President Miller seconded. Ayes: All. Nays: None. Motion carried.

Approval of Staff In-Service Day on April 25, 2025.

Trustee Meyers motioned to approve the Staff In-Service Day on April 25, 2025. Secretary Stern seconded. Ayes: All. Nays: None. Motion carried.

Proposed Amendments to Bylaws of the Board of Library Trustees.

Trustee Meyers would like to have clarification to the bylaws and has submitted proposed changes to the Board members. Board members can reach out to Trustee Meyers directly or these could be discussed here. He would like the Board to think about these proposed amendments until the next meeting for possible approval. Trustee Meyers would like any information and data regarding the Tinley Park Police Department by the next meeting. Trustee Herman asked what data Trustee Meyers was looking for. He stated he was speaking about information distributed to the Board in correspondence in emails.

OLD BUSINESS

Approval of the August 2024 Financial Report.

President Hess-Wojcik has spoken with Treasurer Daniels, and he shared he is comfortable with approving the August Financial Report.. Trustee Herman motioned to approve the August 2024 Financial Report. Vice-President Miller seconded. Roll Call Vote: Ayes: Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

TRUSTEE COMMENTS

Leah Herman: No comment.

Darren Meyers: No comment.

Gina Miller: No comment.

Elizabeth Stern: No comment.

Laura Hess-Wojcik: No comment.

EXECUTIVE SESSION

At 7:10 Trustee Herman 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. Vice-President Miller seconded. Roll Call Vote: Ayes: Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik.

OPEN SESSION

The Board Meeting resumed at 7:30.

ADJOURNMENT

Trustee Herman motioned to adjourn the meeting at 7:31. Vice-President Miller seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President