

TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

December 4, 2024: 6:30 p.m.

MEMBERS PRESENT

Dami Ajasa
Brad Daniels
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 6:30 p.m.

ROLL CALL

Roll call was taken.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

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

APPROVAL OF AGENDA

Secretary Stern motioned to approve the agenda of the December 4, 2024 Tinley Park Public Library Board of Trustees Meeting. Trustee Herman seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miler, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

APPROVAL OF MINUTES

Approval of the October 23, 2024 Regular Board Meeting Minutes.

Trustee Herman motioned to approve the October 23, 2024 Regular Board Meeting Minutes. Vice-President Miller seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of the October 23, 2024 Executive Session Meeting Minutes.

Vice-President Miller motioned to approve the October 23, 2024 Executive Session Meeting Minutes. Trustee Herman seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of the November 20, 2024 Special Board Meeting Minutes.

Trustee Herman motioned to approve the November 20, 2024 Special Board Meeting Minutes. Vice-President Miller seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Abstention: Darren Meyers, Elizabeth Stern. Motion carried.

CORRESPONDENCE

Director Musil shared a letter was received from a Central Middle School student and that a response was sent.

FINANCIAL REPORT

Approval of the October 2024 Financial Report.

Treasurer Daniels inquired if there was any further communication from the Village regarding an accounting position. Director Musil shared that Assistant Village Manager Hannah Lipman had most recently communicated that the Village is looking to create a full-time position in the Finance Department whose time and costs would be split between the Village and Library, and that she would circle back with Administration to discuss further. Director Musil stated there will need to be an intergovernmental agreement with the Village. Trustee Meyers and Treasurer Daniels discussed having Director Musil and Assistant Director Schroeder investigate other potential options to compare with the Village's proposed solution of a shared full-time accountant. Treasurer Daniels motioned to approve the October 2024 Financial Report. Trustee Meyers seconded. Roll Call Vote: 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 10/15/2024 through 11/14/2024 in the amount of \$622,333.67.

Vice-President Miller inquired about the NSN charge. Director Musil shared this is a quarterly services charge. Secretary Stern motioned to approve the Bills List for the dates and amounts as follows: October 15, 2024 through November 14, 2024 in the dollar amount of \$622,333.67. 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.

Trustee Ajasa asked about the ban appeal. Director Musil shared the ban was regarding a patron who was intoxicated and had alcohol with them at the library. They were banned and then appealed that decision. Director Musil, Assistant Director Schroeder and President Hess-Wojcik met with the patron, and the ban was lifted. The patron returned to the library within two weeks and began to sexually harass staff. Administration gave the patron a written warning regarding the harassment, and it happened again. The ban was reinstated permanently.

President Hess-Wojcik asked if there were any questions about the memo regarding the Tinley Park Police being present at the meetings. Trustee Meyers asked that Assistant Director Schroeder's name be stricken from the memo because the Director, and not the Assistant Director reports to the Board. Assistant Director Schroeder stated that, in almost every instance, she has been the one to contact the police and has done so on behalf of multiple people. Discussion took place. President Hess-Wojcik ruled Trustee Meyers out of order. She then asked how the police presence at the meetings was harassing Trustee Meyers. He stated he did not need to answer.

Assistant Director's Report.

The Assistant Director's report was not discussed.

October 2024 Statistics.

Treasurer Daniels commented that the numbers seem to be down this year. He asked if there was a trend among libraries. Director Musil shared that he would look into this. He also shared that the door count is higher and that patrons are using the library in different ways, however this is expected to decrease during the renovation.

Orland Hills Board Meeting.

Director Musil shared he attended the November meeting. He updated the Orland Hills Library Board on the renovation. He thanked them and shared he is looking forward to working with them for another ten years of contractual service.

Staff Updates.

Cat Bonzani resigned her position as a Part-Time Circulation Clerk as of November 15, 2024.

Building and Grounds.

Director Musil shared that aside from the renovation the fountain has been sealed and a few parts may need to be ordered for the fireplace.

Strategic Plan FY2025, Q2 Report

Vice President Miller asked if we had started building the collection of Library of Things. Director Musil shared that ukuleles and the memory care collection have started to circulate. President Hess-Wojcik asked about the new lending model of Hoopla. Director Musil shared this is a pay per use

platform and we are looking into decreasing the checkouts or removing some of the more expensive items.

Phase 1 Building Renovation Updates.

Trustee Meyers asked if any of the Board members attended the renovation meetings. President Hess-Wojcik stated the Board does not attend these meetings and that we put trust in those who we have hired. Trustee Meyers shared that he thought there should be Board oversight in a situation in which two librarians who “don’t know anything about construction” are listening to architects and construction managers. Vice President Miller and President Hess-Wojcik stated that the Board vetted the architect and construction manager and has confidence in them. Trustee Meyers stated he did not have blind confidence in them.

Prairie Garden & Story Walk Project Updates.

Treasurer Daniels stated he would like to see Gantt charts of both projects with a timeline to see if deadlines are being met. President Hess-Wojcik inquired who does the MWRD updates. Director Musil shared these are given by the Jerry Pilipowicz of SMP Projects, the civil engineer. Trustee Meyers asked if Mr. Pilipowicz could attend a meeting to explain the MWRD process to the Board.

Trustee Meyers motioned to add Gantt charts to the updates now through the completion of these projects. Treasurer Daniels seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Youth Advisory Council Report.

No report.

Friends of the Library Report.

Trustee Meyers asked how the fish tank is coming along. Director Musil shared this will be purchased when the renovation is complete.

Departmental Report.

President Hess-Wojcik gave congratulations on received the Library Cares grant. She also suggested changing some wording in the report.

Program Publicity Report.

The report was noted.

NEW BUSINESS

Motion to Remove Secretary Stern from Office.

Trustee Meyers asked to have this item tabled until the January meeting. He stated he would like to get more information about who was involved in calling the police after the July 24, 2024 Board meeting so that, if the other Trustees requesting police presence are officers, he can create a similar motion to have those people removed from their offices as well. Several Trustees and Director Musil

stated this seemed retaliatory. Treasurer Daniels asked Trustee Meyers why requesting police presence was grounds for removal from an officer position. Vice-President Miller stated if any individual feels threatened the library has a duty to act. Discussion took place. Trustee Meyers motioned to table the motion to remove Secretary Stern from office until the January meeting. Treasurer Daniels seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Motion to Adopt Section 6.02 “Law Enforcement and the Library” of the Tinley Park Public Library Bylaws of the Board of Trustees, Proposed and Discussed at the October 23, 2024 Regular Board Meeting. See Section.

Trustee Meyers motioned to adopt section 6.02 “Law Enforcement and the Library” of the Tinley Park Public Library Bylaws of the Board of Trustees. No second. Motion dies.

Deaccession of the Library Equipment.

Trustee Meyers motioned to deaccess the equipment listed as requested. 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.

Review and Approval of Closed Session Minutes.

After review, a recommendation has been made by Board Secretary Stern to open the following Closed Session Minutes:

February 28, 2024; May 9, 2023; February 9, 2023; August 25, 2021; May 26, 2021; February 24, 2021; and November 2, 2020. These minutes involve staff compensation increases from past fiscal years that is now public information, trustee appointments, the previous director’s resignation, and the hiring of the library director.

After review, a recommendation has been made by Board Secretary Stern to keep closed the following Closed Session Minutes:

June 26, 2024; April 24, 2024; March 27, 2024 (Special Board Meeting); February 20, 2021; and January 30, 2021. These minutes relate either to the Library Director search process, filling Board vacancies, staff and Director compensation increases for the current fiscal year, Filling Board vacancies, or investigations into complaints.

Treasurer Daniels asked if all the Board members had reviewed the minutes in the recommendation. He disagrees with a few of the recommendations. Trustee Meyers has not had a chance to review the minutes. He asked if these could also be discussed in Executive Session. The Board agreed to table this approval until after agenda item 11. Executive Session. Trustee Meyers motioned to table this item until after the Executive Session. Treasurer Daniels seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Revisions to Employee Personnel Policies and Procedures Handbook.

Trustee Ajasa asked about the dress code changes. Assistant Director Schroeder shared the language is being changed to be more gender neutral and in line with a few issues that have occurred. Trustee Meyers motioned to approve the Revisions to the Employee Personnel Policies Handbook. Secretary Stern seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Food for Fines for National Library Week, April 6, 2025 through April 12, 2025.

Trustee Ajasa inquired if there is a cap on the amount of fines to be reduced when a patron brings in pantry items. Assistant Director Schroeder shared that fines for lost or damaged items were not included in the fine forgiveness. Trustee Meyers motioned to approve Food for Fines for National Library Week, April 6, 2025 through April 12, 2025. Treasurer Daniels seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

FY25 Per Capita Grant Application.

The Per Capita Grant Application was noted.

OLD BUSINESS

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

Trustee Meyers asked if strikeouts and underlining could be used going forward. Trustee Meyers motioned to approve the September 25, 2024 Executive Session Meeting Minutes. Vice-President Miller seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

EXECUTIVE SESSION

At 7:25 Trustee Meyers 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 including hearing testimony on a complaint lodged against an employee or a volunteer of the public body to determine its validity. Secretary Stern seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion Carried.

OPEN SESSION

The Board Meeting resumed at 7:46. Trustee Meyers motioned to resume the Regular Board Meeting. Treasurer Daniels seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Discussion and Selection of an Independent Firm to Investigate Complaints.

Treasurer Daniels motioned to keep closed the Closed Session Minutes from February 24, 2021 at 7:03 as well as the Minutes from November 2, 2020. Trustee Meyers seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Treasurer Daniels motioned to select the firm of Thomas C. Garretson to investigate complaints. Trustee Meyers seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

TRUSTEE COMMENTS

Dami Ajasa - No comment.

Brad Daniels - No comment.

Leah Herman - No comment.

Darren Meyers - No Comment.

Gina Miller - No comment.

Elizabeth Stern - No Comment.

Laura Hess-Wojcik - No comment.

ADJOURNMENT

Trustee Meyers motioned to adjourn the meeting at 7:49. Treasurer Daniels seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President