

TINLEY PARK PUBLIC LIBRARY  
BOARD AGENDA  
October 28, 2020 – 7:00 p.m.

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Richard Wolff, Administrator

**LIBRARY STAFF PRESENT**

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. Richard Wolff, Administrator was absent.

**INTRODUCTION OF GUEST/AUDIENCE TO VISITORS**

No attendees.

**APPROVAL OF MINUTES**

**Action Item #1 Approval of the September 23, 2020 Minutes**

Trustee Meyers motioned to approve the regular minutes of the September 23, 2020 Tinley Park Public Library Board of Trustees meeting. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

**CORRESPONDENCE**

No report.

**FINANCIAL REPORT**

**Action Item #1 Approval of the September 2020 Financial Report**

The Library Board reviewed the September 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 9/16/2020 through 10/13/2020 for the total dollar amount of \$357,806.61

Trustee Hess-Wojcik asked about charges from Logical Technical Services. Assistant Administrator Musil shared these charges were for cabling and TV set up. These charges are separate from the maintenance contract. Trustee Hess-Wojcik asked about an agent fee to Wells Fargo. Assistant Administrator Musil shared this is the annual fee for the managing of bonds. He further added payment should be completed by 2022. Trustee Meyers asked Assistant Administrator Musil if he could confirm this timeframe. Discussion took place regarding the bank that holds the bond. Trustee Hess-Wojcik asked what the Crestron system is. Assistant Administrator Musil shared it is the audio/video system.

Trustee Hess-Wojcik motioned to approve the bills list for the dates and amounts as follows: September 16, 2020 thru October 13, 2020 in the dollar amount of **\$357,806.61**. 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.

Action Item #3 Approval of the 2020 Tax Levy in the Dollar Amount of \$6,194,494.00

Assistant Administrator Musil shared with the Board of Trustees that a zero percent increase from last year's tax extension was recommended. A memo was distributed to the Board members. Trustee Daniels inquired about the library's history of mirroring the Village in regards to levying and asked about hypothetical situations where the library's levy might deviate from the Village's. President Hannon shared that our Village tries its best not to raise the residence taxes. Trustee Meyers shared his view regarding how the library and the Village work together in addition to they review the revenue vs. expenditures. Trustee Meyers also shared how the library has been able to build up its reserve account. Discussion took place.

Trustee Daniels motioned to approve the 2020 Tax Levy in the Dollar Amount of \$6,194,494.00. 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.

**ADMINISTRATOR'S REPORT**

Informational Item #1 Administrator's Report. October 2020

The Administrator's report was noted.

Informational Item #2 September 2020 Statistics

Assistant Administrator Musil shared the grand total cardholders is the highest they have been. The September 2020 Statistics report was noted.

Informational Item #4 Orland Hills Board Meeting

No report.

Informational Item #5 Staff Updates

The staff updates was noted.

Informational Item #5 Building and Grounds

Assistant Administrator Musil shared to the Board of Trustees the outside fall décor has been well receptive by patrons.

Informational Item #6 Library Initiatives

The Library Initiatives report was noted. Assistant Administrator Musil shared that strategic planning is in the works.

**NEW BUSINESS**

Action Item #1 Approval of the Revised Market Benchmarking and Compensation Structure, Effective May 2021. Memo

Trustee Hess-Wojcik asked for clarification as to what is being approved. Assistant Administrator Musil shared with the Board of Trustees this was put together from HR Source and he clarified the pay grade along with pay rates is what needs to be approved. This will take effect May 1, 2021. This revised benchmarking and compensation structure prepares us for the continuous increase in minimum wage as well as competitively and fairly compensating new and existing employees. Trustee Hess-Wojcik asked which employees fall under the minimum. Assistant Administrator Musil shared the Circulation Clerks and Computer Assistants. Trustee Miller asked if a bonus will still be given if pay rates have maxed. Assistant Administrator Musil shared we will continue to follow procedure as in the past. Assistant Administrator also shared this packet is a recommendation.

Trustee Adaranijo motioned to approve the Revised Market Benchmarking and Compensation Structure, Effective May 2021. Trustee Hess-Wojcik 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 TPPL Privacy Policy. Memo. Policy

Trustee Miller motioned to approve the TPPL Privacy Policy. Trustee Meyers seconded. Ayes: All. Nays: None. Motion carried.

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

No report.

Informational Item #2 Youth Advisory Council Report

No report.

Informational Item #3 October 2020 Departmental Reports

The October 2020 Departmental Reports were noted.

Informational Item #4 October 2020 Program Publicity Reports

The October 2020 Program Publicity Reports were noted.

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

Assistant Administrator Report was noted. Trustee Meyers asked what a Zone meeting is. Assistant Administrator Musil shared it is a meeting of local library directors.

**Old Business**

No report.

**Presidents Report**

Action Item #1 Approval of the Retirement of Library Administrator Rich Wolff

President Hannon read Administrator Wolff's retirement letter. A closed session meeting will be held on Monday, November 2, 2020 at 6:30 p.m.

President Hannon motioned to approve the Retirement of Library Administrator Rich Wolff. Trustee Whalen seconded. Ayes: All. Nays: None. Motion carried.

**Executive Session**

No report.

**Adjournment**

Trustee Daniels motioned to adjourn the meeting at 7:46 p.m. Trustee Miller seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President