

AMENDED

TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 22, 2024 – 7:00 p.m.

MEMBERS PRESENT

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

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

Nancy O'Connor, Village of Tinley Park Clerk, was in attendance for the swearing in of new Board member Oluwadamilola "Dami" Ajasa. Dami Ajasa's mother, Oluyemisi Ajasa, was in attendance. Edwin Mertdogan, Trustee from the Orland Hills Library Board was present. Paige Sullivan of the Youth Advisory Committee was in attendance. Tiffany Nash and Dan Pohrte of Product Architecture + Design were also in attendance to give a presentation.

SWEARING IN OF APPOINTED LIBRARY BOARD TRUSTEE

Village of Tinley Park Clerk's Office-Oath of Office for Library Trustee Dami Ajasa.

Nancy O'Connor, Tinley Park Village Clerk, administered the Oath of Office to new Tinley Park Public Library Board Trustee Dami Ajasa.

APPROVAL OF AGENDA

The agenda of the May 22, 2024 Library Board of Trustees Meeting was approved with the motion to move Product Architecture + Designs presentation to the beginning of the meeting.

NEW BUSINESS

Presentation of Phase 1 Building Renovation Updates by Product Architecture + Design. See Memo and Floor Plans.

Tiffany Nash and Dan Pohrte gave their presentation of the updates of the building renovation. Restrooms on both floors were discussed. President Meyers inquired about all-gender multi-occupancy restrooms and whether Administration had passed along his question about potential cost-savings and his notes from a recent conference on the topic. President Meyers also asked the Product Architecture + Design team whether fixture counts could be reduced by converting the restrooms to all-gender, and discussion on this topic ensued. Design elements of the Youth Services areas were shown to the Board with renderings. The Board also had the opportunity to see samples of some of the chosen materials provided by Product Architecture + Design. Treasurer Daniels noted that the play area seems closed off with the built-in display wall compared to the library's current, more open floor plan. Ms. Nash explained they have worked closely with staff and their suggestions for this area, seeking to also address safety concerns about toddlers and young children leaving the area and running toward the stairs or elevator. There is also currently not much seating for grade school age children and this is addressed in this space. Discussion of adding some openings to built-in display wall was proposed, and Ms. Nash and Mr. Pohrte said they would investigate further. The Board thanked the Product Architecture + Design Team for their presentation.

APPROVAL OF MINUTES

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

Secretary Hess-Wojcik motioned to approve the Regular Board Meeting Minutes from the April 24, 2024 Tinley Park Public Library Board of Trustees Meeting. Treasurer Daniels seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

Approval of the April 24, 2024 Regular Board Executive Session Meeting Minutes.

Treasurer Daniels motioned to approve the Regular Board Executive Session Meeting Minutes from the April 24, 2024 Tinley Park Public Library Board of Trustees Meeting. Vice President Miller seconded. Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

CORRESPONDENCE

Orland Hills Public Library District: Request for First Payment of FY2025.

Director Musil shared this letter was sent out and we have received the payment.

FINANCIAL REPORT

Approval of the April 2024 Financial Report.

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

Approval of the Bills List from 04/17/2024 through 05/15/2024 in the amount of \$585,994.43.

Secretary Hess-Wojcik inquired about the charge for Tinley Park Library Topography. Director Musil shared this was a survey done for the drive-up window. Vice President Miller asked about the NSN charge and if it was ongoing. Director Musil shared this is a quarterly charge. NSN was very helpful during COVID with all of the fraudulent identity claims. Treasurer Daniels motioned to approve the bills list for the dates and amounts as follows: April 17, 2024 through May 15, 2024 in the dollar amount of \$585,994.43. Trustee Ajasa seconded. Roll Call Vote: Ayes: Dami Ajasa, Brad Daniels, Leah Herman, Laura Hess-Wojcik, Gina Miller, Elizabeth Stern, Darren Meyers. Nays: None. Motion carried.

ADMINISTRATIVE REPORT

Director's Report.

Secretary Hess-Wojcik asked what comprises a memory care kit. Director Musil shared it would contain items for caregivers to engage and stimulate those they are caring for, such as a music player, a clock, and activity cards. Director Musil also shared that the seed library debuted on May 1st. In 21 days, 350 seed packets have been picked up. The first donation of seeds was taken yesterday.

Assistant Director's Report.

The Assistant Director's report was noted.

Strategic Plan FY2024 Report

Trustee Stern appreciates the efforts being made. Vice President Miller shared staff is doing a nice job. Director Musil shared his thanks and this report shows the goals being made by staff and accomplishing them.

April 2024 Statistics.

President Meyers mentioned statistics are getting back to a healthy level. Director Musil shared over 100 library cards were issued before the recent eclipse. Assistant Director Schroeder shared Circulation staff worked really hard during this time.

Orland Hills Board Meeting.

No report.

Staff Updates.

Kaitlyn Altman has resigned her position as a Part-Time Circulation Clerk as of May 17, 2024.

Building and Grounds.

Director Musil shared the domestic RPZ will be replaced next week before we open.

Phase 1 Building Renovation Updates.

This was discussed at the beginning of the meeting.

Prairie Garden & StoryWalk Project Updates. Memo, Opinion of Probable Cost, 95% Construction Documents, Regulated Waters Delineation Report, and Delineation Report.

Director Musil shared the updates with this project. A permit from MWRD is required to continue. The area for the project encroaches slightly on a riparian area and may require mitigation measures. Costs for certain components of the design/programming elements came in above the amount initially budgeted for the project. Director Musil is looking for Board feedback on which elements could be eliminated as a costs savings and is determining whether this project could be incorporated into the remodeling project. Treasurer Daniels suggested a balance, that some elements shouldn't be lost in order to save money if they are important. Other trustees agreed that the experience of the space should not be compromised over cost savings. President Meyers would like discussion to determine which elements to lose or keep based on staff recommendations as well as with input from the Board. Trustees suggested retaining the design as proposed with the exception of eliminating the bas-relief panels/display walls. President Meyers also suggested to see if it would be possible to shift the designated area to the north to meet the guidelines. Trustee Stern expressed an interest in finding ways to engage the community to enhance the space after completion. Treasurer Daniels and Trustee Herman agreed with this suggestion.

Youth Advisory Council Report.

Paige Sullivan shared the report. The bench created by the teens at the library is located on Oak Park Avenue near the Banging Gavel. Library staff has been doing many school visits recently. There has been positive feedback about the summer reading program. Teen volunteers have begun their work supporting summer programs and summer reading initiatives. In order to volunteer, teens need to view a training video and complete a short test. Trustee Stern shared the video was wonderful. Fall programs are already being discussed. Art from a recent program is being displayed on the gallery wall.

Friends of the Library Report.

Director Musil shared the Friends of the Library have offered to purchase a large saltwater fish tank to be installed with the remodeling project in the Youth Services area. Vice President Miller asked how the Denny Diamond concert went. Assistant Director Schroeder said it was well attended and had a waiting list.

Departmental Report.

The report was noted.

Program Publicity Report.

The report was noted.

OLD BUSINESS

None.

PRESIDENTS REPORT

No report.

ADJOURNMENT

Treasurer Daniels motioned to adjourn the meeting at 7:45 p.m. Secretary Hess-Wojcik seconded. Ayes: All. Nays: None. Motion carried.

Respectfully submitted,

Secretary

President