

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 26, 2025 – 6:30 p.m.**

MEMBERS PRESENT

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

MEMBERS ABSENT

Brad Daniels

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

Dennis Walsh, Attorney from Klein, Thorpe and Jenkins was present. Nick Bava, an auditor from Sikich was attending to make a presentation. Trustee Meyers raised a point of order and asked if there were contracts in place with Sikich and Klein, Thorpe, and Jenkins. Caroline Lilly, a member of the voting constituency who is interested in local politics, was present. Ms. Lilly shared that she would like to see a meeting void of negative comments, rudeness, and general intimidation, and she inquired whether the meetings could be livestreamed so that more people could watch and take part in library board meetings. Karen, who attended the previous meeting, attended to observe. Trustee Meyers asked her name and if she would spell it. Six additional members of the public were also present.

APPROVAL OF AGENDA

Trustee Meyers motioned to add a discussion of the Library Accounting Services Memo, as referenced in the February 26 minutes, to Old Business. The motion was not seconded and therefore died. President Hess-Wojcik asked if there was a motion to approve the agenda as distributed. Secretary Stern motioned to approve the agenda as written. Trustee Herman seconded. Trustee Meyers asked for discussion, expressing concern and naming each Board member individually, that they “do not want to discuss what we all agreed to discuss and found error with last month to try to appoint an accounting professional who would oversee the work of two librarians who do not have accounting backgrounds.

They have demonstrated unfortunate disappointments in their ability to network with the Village, and I believe it is against your fiduciary duties to vote this motion forward.” He stated he would be voting against the approval of the agenda. Secretary Stern motioned to approve the agenda of the meeting as written. Trustee Herman seconded. Trustee Meyers said he did not hear Ms. Ajasa’s vote, and she clarified she would be abstaining. Trustee Meyers pressed President Hess-Wojcik to take a roll call vote. Ayes: Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess Wojcik. Abstention: Dami Ajasa, Darren Meyers. Nays: None. Motion carried.

APPROVAL OF MINUTES

Approval of February 26, 2025 Committee of the Whole Meeting Minutes.

Trustee Meyers raised concerns about the level of detail in recent minutes, suggesting to President Hess-Wojcik that “We reconsider the staff that has been appointed to take minutes. There is too much detail, unbecoming of a public library board has been read into the minutes over the past six months. The records of those actions and the level of detail, I’m surprised that our alleged hired attorney allows into the minutes. If you all believe it is a reason to impeach a particular trustee, you’re going to find yourself in trouble. It’s unprofessional and if sanctioned by the director, it is my recommendation that he reconsider who is taking the minutes. If this is to be taken to court it will impugn the confidence of the Director and the Chair. It is not a motion just a suggestion.” Trustee Ajasa motioned to approve the February 26, 2025 Committee of the Whole Meeting Minutes. Vice-President Miller seconded Ayes: Dami Ajasa, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Abstention: Darren Meyers. Motion carried.

Approval of February 26, 2025 Regular Board Meeting Minutes.

Trustee Herman motioned to approve the February 26, 2025 Regular Board Meeting Minutes. Trustee Meyers seconded. Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

CORRESPONDENCE

No report.

FINANCIAL REPORT

Accept and Place on File the FY2024 Audit with Presentation from Auditor, Sikich.

Nick Bava of Sikich provided an overview of the FY 2024 Audit, noting a clean, unmodified opinion—the highest assurance level. He reviewed key financial statements, highlighted a positive net position, and confirmed strong pension liability funding. Mr. Bava shared a brief overview of the Management Discussion and Analysis letter, noting this is the second year Library Administration has provided this letter to provide context for what occurred during the fiscal year. Trustee Meyers asked about recommendations and deficiencies noted in Sikich’s “Communication to the Members of the Board of Trustees.”

The Board thanked Mr. Bava for his time and explanation of the audit. Trustee Meyers motioned to Accept and Place on File the Fiscal Year 2024 Audit. Vice-President Miller seconded. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Draft January 2025 Financial Report.

Director Musil shared the sample reports from BS&A of the financials, which have yet to be reviewed by the Village and were therefore not included in the agenda for formal approval.

Draft February 2025 Financial Report.

This is the same as listed above.

Approval of February 2025 Bills List totaling \$960,157.99

Trustee Herman motioned to approve the bills list for February 2025 in the dollar amount of \$960,157.99. Vice-President Miller seconded. Roll Call Vote: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

ADMINISTRATIVE REPORT

Director's Report.

The Director's Report was noted.

Assistant Director's Report.

The Assistant Director's report was noted.

February 2025 Statistics.

Trustee Herman complimented attendance at recent programs despite ongoing construction in the building.

Orland Hills Board Meeting.

The Orland Hills Board did meet. Director Musil shared that the Library has received requested payments from Orland Hills.

Staff Updates.

Jeannette O'Young began her position as a Part-Time Circulation Clerk on March 6, 2025, replacing a former employee.

Building and Grounds.

No updates.

Phase 1 Building Renovation Updates.

Director Musil shared the renovation is going well and moving along at a good pace. Library Administration shared that demolition of the first-floor restrooms would begin Monday March 31, and that the outdoor book drop will be closed beginning on April 7. Library Administration shared that information about the renovation could be found on the library website and thanked the community for being very supportive and patient.

Prairie Garden & Story Walk Project Updates.

Director Musil shared the Library has received the MWRD permit and is ready to move forward on the project. Trustee Meyers raised concerns that staff did not attach a Gantt Chart in this month's report. The chart was displayed upon request. Trustee Meyers inquired why the Gantt chart does not go back to February of 2024. President Hess-Wojcik clarified that Trustee Meyers was asking for the Gantt chart to go back in time. Trustee Meyers stated that he would like the chart to "show the error of current staff in not responding to the former president's wishes at the time, to ask the civil engineer whether we must go through a year of delay when our constituents could have had this constructed for them this summer. Why did that happen?" President Hess-Wojcik said she did not remember it that way. President Hess-Wojcik said she would take under consideration having the Gantt chart go back to February of 2024. Trustee Meyers repeatedly asked "Director Musil, do I have your attention?" while President Hess-Wojcik said "You can address your comments to me."

Youth Advisory Council Report

No report.

Friends of the Library Report.

No report.

Departmental Report.

The report was noted.

Program Publicity Report.

The report was noted.

EXECUTIVE SESSION

At 7:05 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. Trustee Meyers seconded. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion Carried.

A Roll Call vote was taken at 7:42 to resume the meeting. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None.

NEW BUSINESS

Approval of FY2026 Budget in the Dollar Amount of \$10,629,100.00

Trustee Herman motioned to approve the FY2026 Budget in the Dollar Amount of \$10,629,100.00. Secretary Stern seconded. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Staff Compensation Increases for FY2026.

Trustee Herman motioned to approve staff compensation increases for FY2025 as presented by Administration. Trustee Ajasa seconded.

<u>Performance Evaluation Rating</u>	<u>Merit Increase</u>
Needs Improvement	0.0%
Solid Performer	3.5%
Exceeds Expectations	4%

- Employees over their salary maximum will not be eligible for a merit increase and would instead receive a lump sum bonus equal to the Solid Performer merit increase.

Trustee Meyers motioned to amend the “Solid Performer” evaluation rating to a 2.5% merit increase and the “Exceeds Expectations” rating to a 3.0% merit increase, citing concerns about the low projected GDP growth for the United States in the coming year and stating that it was “unprofessional for the Board to make such large modification to staff salary.” There was no second. The motion died.

President Hess-Wojcik asked for a roll call vote on the original motion. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

Approval of Library Director Compensation Increase for FY2026.

Trustee Herman motioned to approve a 3.75% increase for the Library Director for FY2026. Vice-President Miller seconded. Trustee Meyers motioned to amend the motion, citing the economic concerns he had mentioned previously, and suggested an increase of 3.0% or 3.5%. No second was made, motion died. President Hess-Wojcik asked for a roll call vote on the original motion. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Abstention: Darren Meyers. Motion carried.

Approval of Resolution Authorizing Library Board Meeting Dates for FY2026. See Resolution.

Trustee Meyers motioned to authorize the Library Board Meeting Dates for FY2026. Secretary Stern seconded. Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of 2026 Library Holiday Schedule. See Schedule.

Trustee Meyers motioned to approve the 2026 Library Holiday Schedule. Vice-President Miller seconded. Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Deaccession of Library Equipment.

Trustee Meyers motioned to approve the deaccession of library equipment as listed. Trustee Herman seconded. Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Contract with Paycor for the Purchase of Human Resources Software in the Dollar Amount of \$31,692.00.

Trustee Herman motioned to approve the contract with Paycor for the Purchase of Human Resources Software in the Dollar Amount of \$31,692.00. Secretary Stern seconded. Vice-President Miller noted that the \$31,000 cost is roughly equivalent to a part-time salary, and asked how the software would compensate toward staff time for other projects. Library Administration emphasized increased efficiency, explaining that the Library hires about eight employees per year, that the library received 155 applications for its most recent vacancy, and shared the time spent hiring and onboarding new employees equals approximately 32 days out of the year between the hiring manager and the business office. Library Administration suggested reducing manual paperwork for these tasks would free up time for continuing education, analyzing procedures and workflows in their department, and identifying areas for improvement. Trustee Ajasa asked if all existing paperwork would be transferred to this system. Director Musil shared he believes it can be, but if it couldn't, we would be following record retention requirements. Assistant Director Schroeder noted that mandatory training and review of the emergency manual could also be managed through this software. President Hess-Wojcik asked Director Musil and Assistant Director Schroeder if they believe the cost is worth the efficiency gains. They agreed it would be, noting that it would bring the library into the 21st century and would be a good decision for the continuity of the organization. Trustee Ajasa asked about security concerns. Director Musil shared that Paycor clients Library Administration spoke to did not have any concerns and noted that the Library would not be using Paycor to process payroll. Assistant Director Schroeder shared that Paycor adheres to the SOC2 compliance framework, like other software providers the Library works with.

Trustee Meyers asked if the attorney had looked at the contract and whether he agreed with it. President Hess-Wojcik shared it was reviewed and some amendments were made. Trustee Meyers continued to question Attorney Dennis Walsh, repeatedly saying that the law firm was serving the Library without a contract. Assistant Director Schroeder suggested the Board could call the question. Trustee Meyers objected to Assistant Director Schroeder's participation in the discussion and questioned both her right to speak and that of Attorney Walsh. President Hess-Wojcik stated there has been enough discussion. Trustee Herman motioned to approve the purchase of Paycor Human Resources Software in the Dollar Amount of \$31,692.00. Secretary Stern seconded. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

Approval of Proposal from Site Design for Bidding & Negotiations and Construction Administration of the Prairie Garden & StoryWalk Project in the Dollar Amount of \$20,275.00.

Trustee Herman motioned to approve the Proposal from Site Design for Bidding & Negotiations and Construction Administration of the Prairie Garden & StoryWalk Project in the Dollar Amount of \$20,275.00. Secretary Stern seconded. Vice-President Miller expressed concern about Site Design's costs given the number of issues with MWRD permitting. Director Musil shared the new proposal includes a revised opinion of probable costs and more site visits than the original proposal. Two of the site visits that

have been added would be attended by the principal, which is part of the reason for the increased price. The last opinion of probable cost was received over a year ago.

Trustee Meyers followed up on Vice President Miller's question, expressing strong dissatisfaction with Site Design's handling of the project. Trustee Meyers indicated he would like Library Administration to negotiate more aggressively with Site Design, stating that the Principal should be included at no additional cost due to missteps with MWRD permitting. President Hess-Wojcik asked if this part of the contract would have been separate. Assistant Director Schroeder shared bidding and negotiations were part of the original contract that the Board signed in June 2023 and that there is a difference of \$325.00 between the original proposal and the new proposal. Trustee Meyers motioned to table line item 10H to next month giving staff and legal counsel the opportunity to negotiate this down. Assistant Director Schroeder stated this would delay the project further. There was no second. Motion died. President Hess-Wojcik asked about the additional services per visit and clarified that was if Site Design visits beyond the twelve times outlined in the proposal. Library Administration confirmed this. Roll Call Vote to approve the contract. Ayes: Dami Ajasa, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

Approval of Proposal from SMP Projects for MWRD Coordination and Final Inspection of the Prairie Garden & StoryWalk Project in a Dollar Amount Not to Exceed \$7,500.00.

Trustee Herman motioned to approve the proposal from SMP Projects for MWRD Coordination and Final Inspection of the Prairie Garden and StoryWalk Project in a Dollar Amount Not to Exceed \$7,500.00. Secretary Stern seconded. President Hess-Wojcik confirmed this is for the engineer and he must be present. Director Musil shared this is necessary to ensure the Library follows the requirements of the MWRD Permit. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of SMC Construction Services to Serve as Project Advisor for the Prairie Garden & StoryWalk Project in the Dollar Amount of \$9,800.00.

President Hess-Wojcik asked for a motion to approve of SMC Construction Services to Serve as Project Advisor for the Prairie Garden & StoryWalk Project in the Dollar Amount of \$9,800.00. Secretary Stern made the motion, and Trustee Herman seconded. President Hess-Wojcik asked Director Musil to explain why SMC is being asked to serve in this capacity. Director Musil shared Library Administration has had a lot of great conversations with SMC throughout the renovation project and has consulted SMC about what options were available to move forward with the Prairie Garden & StoryWalk Project. SMC proposed serving as a project advisor, attending all site visits with Site Design, to add an extra layer of oversight and ensure nothing is missed. Vice President Miller said this makes sense, but expressed concern that the Library is paying for Site Design's mistakes. Discussion took place between the board members. Trustee Meyers motioned to table this item (10J) to next month and reconsider item 10H to allow Library Administration to negotiate further with Site Design. Dami Ajasa seconded.

President Hess-Wojcik asked if this would not delay the project further. Assistant Director Schroeder shared SMC was going to be involved in the pre-bid meetings and bidding review. Secretary Stern expressed concerns that further delays could lead to cost increases. President Hess-Wojcik clarified with other Trustees that they do want SMC involved regardless. Attorney Walsh began speaking, but was interrupted by Trustee Meyers, who raised his voice at Attorney Walsh and accused Attorney Walsh of attempting to make a motion. Attorney Walsh clarified he advises the Board, stated 10J could be approved, and the Board could go back and amend item 10H. Trustee Meyers withdrew his motion and Trustee Ajasa withdrew her second of that motion. President Hess-Wojcik called for a roll call vote on the

original motion. Roll Call Vote on SMC proposal. Ayes: Dami Ajasa, Leah Herman, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

Secretary Stern made a motion to reconsider item 10H, Approval of Proposal from Site Design for Bidding & Negotiations and Construction Administration of the Prairie Garden & StoryWalk Project in the amount of \$20,275.00. Trustee Meyers seconded. Roll Call Vote: Ayes: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Trustee Meyers suggested the Board approve a modification to the previous motion of approving Site Design for Bidding and Negotiations and Construction Administration of the Prairie Garden & StoryWalk Project in the Dollar Amount up to and including \$20,275.00, subject to negotiation. Secretary Stern motioned to approve a modification to the approval with Site Design for Bidding and Negotiations and Construction Administration of the Prairie Garden & StoryWalk in the Dollar Amount up to and including \$20,275.00 subject to negotiation. Vice-President Miller seconded. Roll Call Vote: Dami Ajasa, Leah Herman, Darren Meyers, Gina Miller, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

OLD BUSINESS

No report.

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 8:32. Trustee Ajasa seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President