

TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

May 28, 2025 – 7:30 p.m.

MEMBERS PRESENT

Brad Daniels, Treasurer
Leah Herman
Darren Meyers
Elizabeth Stern, Secretary
Laura Hess-Wojcik, 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 7:30 p.m.

ROLL CALL

Roll call was taken.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

Attorney Tom Melody from Klein, Thorpe and Jenkins was in attendance.

APPROVAL OF AGENDA

Trustee Herman motioned to approve the agenda. Trustee Meyers seconded. Ayes: Brad Daniels, Leah Herman, Darren Meyers, Elizabeth Stern, Laura Hess Wojcik. Nays: None. Motion carried.

ELECTION OF BOARD OFFICERS

President Hess-Wojcik proposed a slate of officers for the Board as: Laura Hess-Wojcik as President, Leah Herman as Vice-President, Brad Daniels as Treasurer, and Elizabeth Stern as Secretary. Secretary Stern motioned to approve the slate of officers as proposed. Trustee Herman seconded. Ayes: Brad Daniels, Leah Herman, Darren Meyers, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

APPROVAL OF MINUTES

Approval of April 23, 2025 Regular Board Meeting Minutes.

Vice-President Herman motioned to approve the April 23, 2025 Regular Board Meeting Minutes. Treasurer Daniels seconded Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Abstention: Darren Meyers. Nays: None. Motion carried.

CORRESPONDENCE

A letter was sent to Orland Hills Public Library District to request the First Payment for FY2026. Director Musil shared this has already been received.

FINANCIAL REPORT

Approval of April 2025 Financial Report.

Treasurer Daniels has no comments. Director Musil and Assistant Director Schroeder worked to make the changes Treasurer Daniels suggested and he does not see a reason to delay the approval. Trustee Meyers motioned to amend the financial report to have the Legal Services line removed due to not having a contract with Klein, Thorpe, and Jenkins. There was no second to the motion. Motion dies. Treasurer Daniels motioned to approve the April 2025 Financial Report. Secretary Stern seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

Approval of April 2025 Bills List totaling \$1,135,204.50.

President Hess-Wojcik asked about a charge on the credit card and how this charge was taken out of the Building Remodel line. Director Musil shared the line for the Building Remodel was used and the charge came from the correct line. Treasurer Daniels asked about the charge of \$120,000 to BS&A and if this was a one-time payment or an annual fee. Director Musil shared this was the library's portion of the cost for the software and there will likely be an ongoing support fee each year. Treasurer Daniels also asked about the accounting services fee to the Village of Tinley Park. It was shared that we pay them yearly for their services as they have someone who oversees the library's financials on staff.

ADMINISTRATIVE REPORT

Director's Report.

President Hess-Wojcik asked about the Staff Inservice and Mental Health First Aid. Director Musil shared staff loved this topic for the in-service.

Assistant Director's Report.

The Assistant Director's report was noted.

Strategic Plan FY2025 Q4 Report.

Treasurer Daniels inquired about the LEGO event. It was shared this is the same group that has been to the library in the past. President Hess-Wojcik likes this report. She likes how well the Dead-on Arrival display seems to have worked, how well the Fandom Fest is going, and the implementation of the screen readers software. Treasurer Daniels asked about the website guidelines. Assistant Schroeder explained this is a web content administrator's group that will help us to audit our website. PDF's can be tricky to read for people who have visual impairments. Trustee Meyers asked about Apple Tv being on Roku's and if this is adding to our circulation. Roku's do seem to be popular.

April 2025 Statistics.

President Hess-Wojcik liked the written description of the decrease in circulation. Director Musil shared how the SWAN purge of records to show more accurate counts of users. SWAN's overall circulation is down. Some of the issues here are likely due to the Youth Services remodel and are expected to bounce back. Vice-President Herman commented Summer Reading helping with the numbers. Secretary Stern shared that libraries are not just about books and the public is using the library for other things.

Orland Hills Board Meeting.

The first fiscal year payment was received.

Staff Updates.

No report.

Building and Grounds.

Director Musil shared the fountain is now on. The RPZ testing has been done and passed as well as the elevator inspections. The inspection on the generator will be at the beginning of June.

Phase 1 Building Renovation Updates.

President Hess-Wojcik shared things are going well. Director Musil said we are waiting for Tile and grout for the first floor.

Prairie Garden & Story Walk Project Updates.

Director Musil shared they had the first meeting with Site Design and SMC. The plan is to go out to bid soon and awarding bids in July. Treasurer Daniels asked if the project would kick off in September. Assistant Director Schroeder shared the project is expected to begin in July, doing as much as possible before the ground freezes. The project will resume and finish in spring. Trustee Meyers asked if Stantec is involved in maintenance. Director Musil stated Stantec does the upkeep and protection of the prairie and Assistant Director Schroeder shared Site Design supervises.

Youth Advisory Council Report

Auditions have taken place for the new Fairy Tale Theater production. Forty-one teens auditioned, of those eleven were new teens. The title of the production is “Storybook Court Full of Beans.”

Friends of the Library Report.

No report.

Departmental Report.

The report was noted.

Program Publicity Report.

The report was noted.

NEW BUSINESS

Announcement of Board Vacancies and Determination of Process for Filling Vacancies.

President Hess-Wojcik stated discussion needs to take place to determine how to post for the open vacancies. The Board discussed the different options and procedures for this to happen. It was determined that the posting would go on the library’s website on May 29, 2025 for three weeks. A resume and cover letter should be sent to the attention of President Hess-Wojcik. After June 19th, President Hess-Wojcik will share the applications with the Board at the June Board meeting and they will discuss how to move forward with possible interviews and/or a vote at the July meeting.

Approval of Deaccession of Library Equipment.

Trustee Meyers motioned to approve the deaccession of equipment as listed. Secretary Stern seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Darren Meyers, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Annual Review of Board Bylaws.

President Hess-Wojcik asked the Board members to take a look and review the Board bylaws. If anyone has any concerns or changes to please let her or Director Musil or Assistant Director Schroeder know. If possible, she would like to review these at the June meeting.

OLD BUSINESS

Approval of January 2025 Financial Report.

Treasurer Daniels shared he worked with Director Musil and Assistant Director Schroeder to make sure the amounts from the December 2024 report carried through to the January 2025 report. Trustee Meyers motioned to modify the report to remove the Legal Services line due to not having a contract with the attorneys. There was no second. Motion died. Treasurer Daniels motioned to approve

the January 2025 Financial Report. Vice-President Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

Approval of February 2025 Financial Report.

Treasurer Daniels motioned to approve the February 2025 Financial Report. Trustee Meyers seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Darren Meyers, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of March 2025 Financial Report.

Trustee Meyers motioned to amend the financial report to remove the Legal Services line. No second. Motion died. Treasurer Daniels motioned to approve the March 2025 Financial Report. Vice-President Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: Darren Meyers. Motion carried.

EXECUTIVE SESSION

No Executive Session.

TRUSTEE COMMENTS

Brad Daniels-No comment.

Leah Herman-No comment.

Darren Meyers-No comment.

Elizabeth Stern-No comment.

Laura Hess-Wojcik-No comment.

ADJOURNMENT

Treasurer Daniels motioned to adjourn the meeting at 8:18. Vice-President Herman seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President