

# TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

July 23, 2025 – 6:30 p.m.

## MEMBERS PRESENT

Brad Daniels, Treasurer  
Leah Herman, Vice-President  
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 6:30 p.m.

## ROLL CALL

Roll call was taken.

## INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

Paige Sullivan, a Youth Advisory Council member, was present. Chuck Augustyniak, Ericka Moore, David Viglielmo, and Gloria Yakes, Tinley Park patrons were in attendance. A Tinley Park police officer was present.

## APPROVAL OF AGENDA

Treasurer Daniels motioned to move the Youth Advisory Council report to before the Executive Session. Vice-President Herman seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess Wojcik. Nays: None. Motion carried.

## ADMINISTRATIVE REPORT

### Youth Advisory Council Report

Paige shared she was Pinocchio in the recent Fairy Tale Theater play. The play had two endings that audience members voted on. This was the largest production attended to date. Four hundred tickets were available and 370 people attended. There is a Lock-In coming up with the theme of Disco Candyland. At a recent meeting they discussed activities to do at the Lock-In.

## EXECUTIVE SESSION

5 ILCS 120/2c (3)- The selection of a person to fill a public office, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance.

Vice-President Herman motioned to move into Executive Session at 6:34 pm. Secretary Stern seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Treasurer Daniels motioned to resume the regular meeting of the Board of Trustees at 7:51 pm. Secretary Stern seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

## APPROVAL OF MINUTES

### Approval of May 28, 2025 Regular Board Meeting Minutes.

Treasurer Daniels motioned to approve the May 28, 2025 Regular Board Meeting Minutes. Vice-President Herman seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

### Approval of June 25, 2025 Regular Board Meeting Minutes.

Treasurer Daniels motioned to approve the June 25, 2025 Regular Board Meeting Minutes. Vice-President Herman seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

### Approval of July 16, 2025 Special Board Meeting Minutes.

Treasurer Daniels motioned to approve the July 16, 2025 Special Board Meeting Minutes. Secretary Stern seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

## CORRESPONDENCE

Illinois Secretary of State Fiscal Year 2025 Per Capita Grant Award letters have been received for the Tinley Park Public Library and Orland Hills Public Library District. The grant funds have not yet been received.

## FINANCIAL REPORT

### Approval of May 2025 Financial Report.

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

### Approval of May 2025 Bills List totaling \$1,099,073.41.

Treasurer Daniels asked if another vendor expense report could be done to see which vendors are being utilized more and their costs. This does not need to be done for the next meeting, but he would like

to see this soon. Director Musil said the new ERP should make it easier to create this report. Treasurer Daniels also inquired about a report on the databases used at the library with costs, usage, and overlap. Director Musil shared that the Adult Services Department monitors the Library's databases and that he will work with them on a report for the Board. Secretary Stern asked if the General Ledger line names could be corrected. Director Musil shared that the Village plans to review their chart of accounts in the fall and hopes to be able to have lines names corrected at that time. Treasurer Daniels motioned to approve the May 2025 Bills List totaling \$1,099,073.41. Vice-President Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

#### Approval of June 2025 Financial Report.

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

#### Approval of June 2025 Bills List totaling \$820,472.91.

Vice-President Herman motioned to approve the June 2025 Bills List totaling \$820,472.91. Treasurer Daniels seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

## ADMINISTRATIVE REPORT

#### Director's Report.

Treasurer Daniels asked what prompted the meeting with the original architect from this building. Director Musil shared he was in town looking at the buildings he was involved with in Illinois. He was pleased to see the building is doing so well and was very happy with the renovations that have been completed on the second floor. Director Musil also shared that audit letters have been sent out for the 2024/2025 fiscal year.

#### Assistant Director's Report.

The Assistant Director's report was noted.

#### May 2025 Statistics.

The May 2025 statistics were noted.

#### June 2025 Statistics.

Director Musil shared that despite the construction in the Youth Services department, he is happy to say that summer reading signups are back to pre-pandemic levels in youth services. Treasurer Daniels asked if the increase in foot traffic was noticeable. Assistant Director Schroeder spoke about the popularity of the new play area, and shared 1500 people showed up for the Summer Celebration, which is a bit more than the Fall Fandom Fest. Vice-President Herman shared the pictures from the Summer Celebration looked great. Secretary Stern shared she attended the celebration with her family twice that day.

#### Orland Hills Board Meeting.

Director Musil has been working with Orland Hills to complete their IPLAR Report.

Staff Updates.

No report.

Building and Grounds.

No report.

Phase 1 Building Renovation Updates.

Treasurer Daniels inquired when the last update should be expected. Assistant Director Schroeder shared it would be in August or September. Director Musil shared there are items yet to be delivered that are coming from overseas. Treasurer Daniels asked if there could be a report included with the last update that shows how the project aligned with the expected budget. Vice-President Herman thought it was great the project went so smoothly, and staff was wonderful with making things work. Assistant Director Schroeder thanked the public for being so patient.

Prairie Garden & Story Walk Project Updates.

Director Musil shared two bids were received. Taking into consideration the costs of Site Design, SMC, and the civil engineer we may come in slightly higher than projected but not much more. President Hess-Wojcik was surprised we only received two bids. Director Musil shared it may just be the nature of landscape projects.

Youth Advisory Council Report

Moved to the beginning of the meeting.

Friends of the Library Report.

The Friends are due to have a meeting in September.

Departmental Report.

Treasurer Daniels asked what prompted the change in genre label classifications. Director Musil shared there have been comments from the public asking for more classifications.

Program Publicity Report.

The report was noted.

## EXECUTIVE SESSION

5 ILCS 120/2c (3)- The selection of a person to fill a public office, including a vacancy in a public office, when the body is given power to appoint under law or ordinance.

Treasurer Daniels motioned to move into executive session at 8:10 pm. Vice-President Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Treasurer Daniels motioned to resume the regular meeting at 8:28 pm. Secretary Stern seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

## NEW BUSINESS

### Discussion and Consideration of Filling Library Board Vacancies.

Treasurer Daniels motioned to delay the discussion and consideration of filling the Library Board Vacancies to the August 2025 meeting. Vice-President Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

### Semi-Annual Review and Approval of Closed Session Minutes.

After review, Library Board Secretary Stern recommends keeping closed the following Closed Session Minutes: November 2, 2020; January 30, 2021; February 20, 2021; February 24, 2021, at 7:03 pm; March 27, 2024, at 6:02 pm; March 27, 2024, at 7:44 pm; April 24, 2024; June 26, 2024; September 25, 2024; October 23, 2024; December 4, 2024; and March 26, 2025.

Secretary Stern motioned to keep the above listed Closed Session Minutes closed. Vice-President Herman seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Secretary Stern would like to remind everyone that the Board voted to open the following Closed Session Minutes at the December 4, 2024, Regular Board Meeting, when the last semi-annual review took place: May 26, 2021; August 25, 2021; February 9, 2023; May 9, 2023, and February 28, 2024.

### Discussion and Consideration of Rescheduling the August 27, 2025 Regular Board Meeting.

President Hess-Wojcik shared some dates to possibly hold the August meeting. Discussion took place regarding issues of scheduling. It was agreed upon to hold the meeting on August 19, 2025. Secretary Stern motioned to reschedule the August Library Board of Trustees Meeting to August 19, 2025 at 6:30 pm. Treasurer Daniels seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

## OLD BUSINESS

No report.

## TRUSTEE COMMENTS

Brad Daniels-No comment.

Leah Herman-Vice-President Herman thanked staff for all they do.

Elizabeth Stern-Secretary Stern thanked the Library Board candidates for attending and their willingness to serve their community.

Laura Hess-Wojcik-President Hess-Wojcik echoed Secretary Stern's statement and shared this was a good meeting, long but peaceful.

## ADJOURNMENT

Vice-President Herman motioned to adjourn the meeting at 8:40. Secretary Stern seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President