

**TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 19, 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
Terry Parker, Adult Services Manager
Megan Vasquez, Adult Services Assistant Manager

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

Anya and Cosmo from the Youth Advisory Council were present. Gloria Yakes and Chuck Augustyniak, Library Board candidates, were in attendance. Terry Parker, Adult Services Manager, was present along with Megan Vasquez, Adult Services Assistant Manager.

APPROVAL OF AGENDA

Secretary Stern moved to approve the agenda. Treasurer Daniels seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

APPROVAL OF MINUTES

Approval of July 23, 2025 Regular Board Meeting Minutes.

Treasurer Daniels moved to approve the July 23, 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 23, 2025 6:35pm Executive Session Minutes.

Secretary Stern moved to approve the July 23, 2025 6:35pm Executive Session Minutes. Vice-President Herman seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of July 23, 2025 8:09pm Executive Session Minutes.

Vice-President Herman moved to approve the July 23, 2025 8:09pm Executive Session Minutes. Secretary Stern seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

CORRESPONDENCE

No report.

FINANCIAL REPORT

Approval of July 2025 Financial Report.

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

Approval of July 2025 Bills List totaling \$864,201.54.

As a follow up to a question from the July Regular Board meeting regarding the Village's schedule for reviewing the chart of accounts, Director Musil reported that Assistant Village Manager/Interim Finance Director Hannah Lipman has shared that she anticipates the review will take place early next calendar year instead of this fall. Vice-President Herman moved to approve the July 2025 Bills List totaling \$864,201.54. Treasurer Daniels seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Vendor Expenditure Report for Fiscal Year 2025.

Director Musil shared that this report was requested at last month's meeting, and that the new ERP made it easier for Assistant Director Schroeder and Business Office Assistant Jen Schulien to create the report. Treasurer Daniels stated that he appreciated the report. Assistant Director Schroeder shared that this report could be scheduled periodically at the Board's discretion. Treasurer Daniels stated that the report was sufficient for now.

ADMINISTRATIVE REPORT

Director's Report.

President Hess-Wojcik congratulated Director Musil on his appointment to Swan Board President. The term is one year. Vice-President Herman shared everyone is getting excited for the Fall Fandom Fest.

Assistant Director's Report.

Assistant Director Schroeder thanked the Board for approving the purchase of the Paycor software. Director Musil shared Assistant Director Schroeder and Business Office Manager/Benefits Coordinator Lyn Williams have been working hard to get this implemented. Assistant Director Schroeder and Business Office Manager/Benefits Coordinator Lyn Williams are very pleased with the software and its capabilities.

July 2025 Statistics.

The May 2025 statistics were noted.

June 2025 Statistics.

Secretary Stern was excited about the turnout for the cat café. Director Musil shared this was a program partnered with PAWS. Assistant Director Schroeder is hoping to have the program again during finals. President Hess-Wojcik asked if there were any adoptions made that day. Assistant Director Schroeder believes there were 6-10 adoptions made. Director Musil shared the door count is the highest it has been since the pandemic. Treasurer Daniels shared that everyone he has run into compliments the results of the renovation. Director Musil shared the community has been very patient and appreciative of the renovation.

Orland Hills Board Meeting.

Director Musil shared the Orland Hills Board has received their per capita check.

Staff Updates.

No report. Director Musil shared that we are currently using the Paycor software with the new hire in Youth Services.

Building and Grounds.

No report.

Phase 1 Building Renovation Updates.

Director Musil shared the tree leaves have been added to the play area and the program room. The height-adjustable desk for the drive-up window has been received. We are still waiting for lights in the teen room and for signage to be installed. The final budget reconciliation will be available in October.

Prairie Garden & Story Walk Project Updates.

No report.

Youth Advisory Council Report

Anya shared 381 teens participated in the Summer Reading Program. The recent Lock-In on August 1st was a lot of fun. Discussions took place about a Trunk or Treat event. YAC elections will take place next month. Cosmo shared they enjoyed being able to plan a dance and choreography to disco music at the Lock-In. The council is looking to plan more activities for families in the future.

Friends of the Library Report.

The Friends are due to have a meeting in September.

Departmental Report.

The report was noted.

Program Publicity Report.

The report was noted.

NEW BUSINESS

Consideration of Awarding Bid Package to and Entering into an Agreement with Electric One, Inc. for the Prairie Garden & StoryWalk Project, as recommended by Site Design, for a total of \$1,175,000.00.

There was discussion amongst the Board about entering into an agreement with Electric One. There was some apprehension about approving an electrical company for an outdoor project. Director Musil shared this company also worked on Harmony Square for the Village of Tinley Park. John Shales from SMC has had discussions with this company and has no concerns about moving forward. After more discussion, Vice-President Herman moved to award the bid and enter into an agreement with Electric One, Inc. for the Prairie Garden & StoryWalk Project, as recommended by Site Design, for a total of \$1,175,000.00. President Hess-Wojcik seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of 2025 Staff Holiday Party.

Vice-President Herman shared it would be fun to change up the location of the party. Secretary Stern said she would defer to staff preference. President Hess-Wojcik shared she attended an event at the Whistle and said it was nice. Treasurer Daniels moved to approve the 2025 Staff Holiday Party. Vice-President Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

Overview of Library Databases, Presented by Adult Services Manager Terry Parker and Adult Services Assistant Manager Megan Vasquez.

Following a request from Treasurer Daniels at the July Regular Board Meeting, Adult Services Manager Terry Parker and Adult Services Assistant Manager Megan Vasquez gave an overview of the library's databases and costs and answered questions. The library currently offers 93 databases, most of which are provided at no cost by the Illinois State Library. President Hess-Wojcik asked if any costs were user-based. Adult Services Manager Parker shared most of the database costs are based on the number of people served by the library. Hoopla and Kanopy offer on-demand access to eBooks and streaming content on a cost-per-use basis, and are not considered databases. Adult Services Manager Parker shared that an interdepartmental database committee meets twice a year to review and evaluate databases using cost-per-use and weighted metrics. The Board was glad to hear there is a process in place to track databases. Secretary Stern suggested highlighting underutilized databases and marketing them to target audiences that could generate interest. Director Musil shared that Digital Content Coordinator Danyelle Clements has been highlighting some of the databases on social media. Treasurer Daniels asked how the public can see what databases the library has. Adult Services Manager Parker shared that all of the library's databases are on the library's website and can be accessed offsite, with the exception of a few databases like Ancestry which can only be used in-house at the library. The Board thanked Adult Services Manager Parker and Assistant Adult Services Vasquez for their presentation and information.

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.

Secretary Stern moved to go into executive session at 7:33pm for 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 seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

The regular Board meeting resumed at 7:43. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None.

OLD BUSINESS

Discussion and Consideration of Filling Library Board Vacancies.

Treasurer Daniels moved to appoint Gloria Yakes and Chuck Augustyniak to the seats left vacant by Gina Miller and Dami Ajasa. Vice-President Herman seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

In accordance with the Board bylaws #2.03, Secretary Stern moved to forego the Board's standard recruitment process, including publicizing the vacancy, and appoint any candidate who applied for, and was interviewed to fill, an opening on the Board within the preceding 6 months by appointing Joe Molinare to the vacant seat of Darren Meyers. Treasurer Daniels seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Motion carried.

TRUSTEE COMMENTS

Brad Daniels-No comment.

Leah Herman-No comment.

Elizabeth Stern-No comment.

Laura Hess-Wojcik-President Hess-Wojcik reminded the Board to complete the Sikich audit before September 10, 2025.

ADJOURNMENT

Treasurer Daniels moved to adjourn the meeting at 7:47. Vice-President Herman seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President