

TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

September 24, 2025 – 6:30 p.m.

MEMBERS PRESENT

Chuck Augustyniak, Trustee
Brad Daniels, Treasurer
Leah Herman, Vice-President
Joe Molinare, Trustee
Elizabeth Stern, Secretary
Gloria Yakes, Trustee
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. Treasurer Brad Daniels, Vice President Leah Herman, President Hess-Wojcik, and Secretary Elizabeth Stern were in attendance.

INTRODUCTION OF GUEST/AUDIENCE TO VISITORS

Nancy O'Connor, Village of Tinley Park Clerk, was in attendance for the swearing-in of the new Board Members.

APPROVAL OF AGENDA

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

SWEARING IN OF APPOINTED LIBRARY BOARD TRUSTEES

Nancy O'Connor, Village of Tinley Park Clerk, administered the Oath of Office to each of the newly appointed Library Board trustees in alphabetical order, Chuck Augustyniak, Joe Molinare, and Gloria Yakes. The Board thanked Nancy for her time.

ROLL CALL

Roll Call was taken a second time to include the newly appointed Library Board trustees.

APPROVAL OF MINUTES

Approval of August 19, 2025 Regular Board Meeting Minutes.

Treasurer Daniels moved to approve the August 19, 2025 Regular Board Meeting Minutes. Vice-President Herman seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Abstention: Chuck Augustyniak, Joe Molinare, Gloria Yakes. Motion carried.

Approval of August 19, 2025 Executive Session Minutes.

Vice-President Herman moved to approve the August 19, 2025 Executive Session Minutes. Treasurer Daniels seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Laura Hess-Wojcik. Nays: None. Abstention: Chuck Augustyniak, Joe Molinare, Gloria Yakes. Motion carried.

CORRESPONDENCE

To Orland Hills Public Library District-Request for Per Capita Grant Payment.

Director Musil shared the payment has been received.

FINANCIAL REPORT

Approval of August 2025 Financial Report.

Treasurer Daniels shared he has been working through the report. He asked who had gone through the work to find all the journal entries. Director Musil shared he spent two days going through the reports. Treasurer Daniels appreciated all the time and effort. Director Musil shared the report was much longer this month mainly due to the FY25 audit that has been underway and the Village adding journal entries related to the ERP migration and banking changes that happened earlier this year. Treasurer Daniels gave some history of the financial reports and how things work with the Village overseeing some of the library's financial processes. Director Musil shared that the library is waiting to receive a draft intergovernmental agreement from the Village for Accounting Services, and he hopes to have that to present at the next Board meeting. Treasurer Daniels moved to table the August 2025 Financial Report to the next meeting. Trustee Augustyniak seconded. Roll Call Vote: Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of August 2025 Bills List totaling \$764,640.62.

Trustee Augustyniak moved to approve the August 2025 Bills List totaling \$764,640.62. Trustee Yakes seconded. Roll Call Vote: Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

ADMINISTRATIVE REPORT

Director's Report.

President Hess-Wojcik inquired about the Family Place Library Certification. Assistant Director Schroeder shared this is an initiative, based out of Middle Country Public Library in New York, that is funded by numerous organizations and grants, such as the Institute of Museum and Library Services. The initiative's focus is ensuring libraries are vital centers for early learning, parent engagement, family support and community connectivity ensuring children get the best start in life. One of the core components of the initiative would be a 5-week program that would offer families an opportunity to network and meet with professionals, such as occupational therapists and speech pathologists, to address developmental questions and concerns. The library already has some of these programs, but this would be presented in a more structured way.

Assistant Director's Report.

Trustee Augustyniak asked about the Narcan training. Director Musil shared a few staff members have been trained. There is new legislation that requires Narcan to be available starting in January 2026. Director Musil and Assistant Director Schroeder shared the library's history of opioid-related incidents.

Strategic Plan FY2025 Q1 Report.

President Hess-Wojcik appreciates this report being put together. Vice-President Herman stated the report is very thorough. Trustee Augustyniak thinks having this report quarterly is a good system. President Hess-Wojcik commented on six hundred people coming to the Cat Café program. Assistant Director Schroeder is hoping to have opportunities with shelters around finals for students. Trustee Yakes was pleased with the book discussion at Hanover Place. Assistant Director Schroeder shared our programming and outreach departments do a wonderful job.

August 2025 Statistics.

The August 2025 statistics were discussed.

Orland Hills Board Meeting.

Director Musil shared we have received the Per Capita check from the Orland Hills Public Library District.

Staff Updates.

Angela Green began her position as a Part-Time Youth & Teen Services Assistant on September 10, 2025. Miriam Ali resigned her position as a Part-Time Circulation Clerk on September 22, 2025.

Building and Grounds.

Director Musil shared the generator needed to be replaced in the Bookmobile. The chemical lines in the Hot and Cold-water loops were replaced. The parking lot was striped, and lamps were replaced. Matt has had a few painting projects.

Phase 1 Building Renovation Updates.

Director Musil shared there are a few things still left to do, and a final budget reconciliation will be done once things are finished.

Prairie Garden & Story Walk Project Updates.

Director Musil shared the project is underway. President Hess-Wojcik said there is a lot on the list to be finished this year. Assistant Director Schroeder shared electrical will be run to the site on Monday September 29th.

Youth Advisory Council Report

No report.

Friends of the Library Report.

There have been some large changes in the Friends group. Long time past Friends President Bette Gallery Evans passed away. Current President Carol Jardine has stepped down. An interim election took place. Barb Donahue is the new Friends President and Veronica Tharpe is the new Treasurer.

Departmental Report.

The report was noted.

Program Publicity Report.

The report was noted.

NEW BUSINESS

Approval of Deaccession of Library Equipment.

Director Musil shared the equipment to be deaccessioned is twenty-one laptops from 2019 that were failing and have been replaced. Secretary Stern moved to approve the deaccession of library equipment as listed. Trustee Molinare seconded. Roll Call Vote: Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

OLD BUSINESS

No old business.

EXECUTIVE SESSION

No Executive session was needed.

TRUSTEE COMMENTS

Chuck Augustyniak-Trustee Augustyniak was happy to see the meeting go so well and pleased the new members were able to dive in and contribute. He said he hopes this bodes well. Trustee Yakes seconds and Trustee Molinare thirds.

Brad Daniels-Treasurer Daniels welcomed the new members and looks forward to working with them.

Leah Herman-Vice-President Herman agrees with Treasurer Daniels and is glad to have a full Board again.

Joe Molinare- Trustee Molinare commented on the number of staff and how much goes on behind the scenes. He thanked everyone for all they do. He shared he is happy to serve on the Board.

Elizabeth Stern-Secretary Stern shared a training that is available this weekend on L2 for Robert's Rules of Order. Board members could look into this if they are interested.

Gloria Yakes- Trustee Yakes thanked Director Musil and Assistant Director Schroeder for their time and the tours of the building. She said you can see how proud they are of the library.

Laura Hess-Wojcik-President Hess-Wojcik welcomed the new Board members.

ADJOURNMENT

Treasurer Daniels moved to adjourn the meeting at 7:31. Vice-President Herman seconded. Ayes: All Nays: None. Motion carried.

Respectfully submitted,

Secretary

President