

# TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

December 3, 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.

## **INTRODUCTION OF GUEST/AUDIENCE TO VISITORS**

Nick Bava, Auditor from Sikich was present.

## **APPROVAL OF AGENDA**

Trustee Yakes moved to approve the agenda. Vice-President Herman seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

## **APPROVAL OF MINUTES**

Approval of October 22, 2025 Regular Board Meeting Minutes.

Vice-President Herman moved to approve the October 22, 2025 Regular Board Meeting Minutes. Trustee Augustyniak seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

## **CORRESPONDENCE**

A community member sent an electronic message to the library about the possibility of having a Blessing Box at the library if there was not one already. Director Musil asked the Board for their thoughts on the idea. The Board thinks this is a positive idea. Director Musil will investigate details with staff and report back to the Board.

## **FINANCIAL REPORT**

Accept and Place on File the FY2025 Audit with Presentation from Auditor, Sikich.

Nick Bava of Sikich provided an overview of the FY 2025 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 third year Library Administration has provided this letter to provide context for what occurred during the fiscal year. It was noted that this is also the earliest time the audit has been completed. Treasurer Daniels asked if the BS&A Software is commonly used. Mr. Bava shared many municipalities use this software and he would recommend it.

President Hess-Wojcik thanked Mr. Bava for his time and giving the presentation to the Board. Trustee Augustyniak moved to Accept and Place on File the FY2025 Audit. 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.

Approval of October 2025 Financial Report.

Director Musil shared that corrections of journal entries may continue to appear in the report to reflect the correct bank account. Treasurer Daniels moved to approve the October 2025 Financial Report. 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 October 2025 Bills List totaling \$812,889.06.

Trustee Yakes inquired about the charges to Trane. Director Musil shared the air handlers need to be refreshed. Secretary Stern asked about the generator charge for the Bookmobile. Secretary Stern moved to approve the October 2025 Bills List totaling \$812,889.06. 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.

## **ADMINISTRATIVE REPORT**

### Director's Report.

Director Musil shared he and Assistant Director Schroeder met with the finance team at the Village to discuss cleaning up the chart of accounts. Trustee Yakes likes the highlight of the \$1000.00 expenditures in this report.

### Assistant Director's Report.

There was discussion about the recent open enrollment for health insurance.

### Village Intergovernmental Agreement Updates.

Director Musil and Assistant Director Schroeder will meet with Hannah Lipman, Assistant Village Manager, early next week.

### October 2025 Statistics.

Vice-President Herman commented the circulation numbers are higher this year compared to last year.

### Orland Hills Board Meeting.

No report.

### Staff Updates.

Peggy Buckley, Part-Time Reference Assistant, announced her retirement on December 12, after 40 years of service. Everyone wished Peggy the best. Assistant Director Schroeder shared an intern from Joliet Junior College, completing her Library Technical Assistant certificate, will begin her practicum hours in January. Director Musil shared the I Can Dream Center has approached the library to see if some of their members could do tasks here to gain some experience.

### Building and Grounds.

Director Musil shared work on the air handler has started. There was a recent issue with the uninterruptible power supply (UPS) in the first-floor patch panel room. Battery replacement is scheduled for both existing UPS units on the first and second floors, but the technician may determine that the UPS on the first floor may need to be replaced. Assistant Director Schroeder has been troubleshooting the paging system which may also need to be replaced next year.

### Strategic Plan FY2026, Q2 Report.

Trustee Yakes inquired about the UDEMI learning system. Director Musil shared after discussion with the Reference Staff and patron comments, we would be transitioning back to LinkedIn.

### Prairie Garden & Story Walk Project Updates.

Director Musil shared there have been a few issues. They have been working with Klein, Thorpe, and Jenkins to find a solution with the architect and contractor. The completion date has been pushed back to July 2026.

Youth Advisory Council Report

No report.

Friends of the Library Report.

Trustee Yakes shared how generous the Friends of the Library are for sponsoring so many programs. Director Musil said the Friends have given gift cards to staff, which is greatly appreciated.

Departmental Report.

The report was noted.

Program Publicity Report.

The report was noted.

## **NEW BUSINESS**

Approval of the 2025 Tax Levy in the Dollar Amount of \$6,216,082.00.

Director Musil shared with the Board that the Village had their Board Meeting recently to discuss the levy. The options were presented for the Board to discuss. Discussion took place. There was discussion of past levy decisions with the new trustees. Trustee Yakes moved to approve the 2025 Tax Levy as the same as last year at no change at an amount of \$6,035,031.00. 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.

Semi-Annual Review and Approval of Closed Session Minutes.

Secretary Stern shared her recommendation to keep the minutes closed. Trustee Molinare asked if Closed Session Minutes are ever opened. Some minutes have been opened in the past. Once the minutes have been opened, they are public record. 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 6:02pm; March 27, 2024 at 7:44pm; April 24, 2024; June 26, 2024; September 25, 2024; October 23, 2024; December 4, 2024; March 26, 2025; July 23, 2025 at 6:35pm; July 23, 2025 at 8:90 pm; and August 19, 2025.

Treasurer Daniels moved to follow Secretary Stern's recommendation to keep the listed minutes closed. Vice-President Herman seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Food for Fines for National Library Week, April 19, 2026 through April 25, 2026.

Secretary Stern moved to approve Food for Fines for National Library Week, April 19, 2026 through April 26, 2026. Trustee Yakes seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Revisions to Meeting Room Policy.

Trustee Yakes inquired about for-profit usage. President Hess-Wojcik asked what prompted the changes. Director Musil explained the changes. Trustee Yakes moved to approve the Revisions to the Meeting Room Policy. Secretary Stern seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Moliare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Revisions to Patron Behavior Policy.

Director Musil shared the need to address the use of snacks in specific areas with the space in Youth Services after the renovation. Treasurer Daniels recommended changes to the revised policy. Secretary Stern moved to approve the Patron Behavior Policy with the recommended changes. Trustee Augustyniak seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

FY26 Per Capita Grant Application.

Director Musil said he will likely submit the application next week.

## **OLD BUSINESS**

No Old Business.

## **EXECUTIVE SESSION**

No Executive session was needed.

## **TRUSTEE COMMENTS**

Chuck Augustyniak-Trustee Augustyniak appreciates the robust conversations and not rushing through the agenda. He attended the Legislative Breakfast and found it nice to engage with others in the library community.

Brad Daniels-No comment.

Leah Herman-Vice-President Herman shared her thanks to everyone for their hard work.

Joe Molinare-Trustee Molinare thanked the staff for all the information and appreciated their effort.

Elizabeth Stern-Secretary Stern thanked staff for keeping everyone safe with the smoke issue and recent weather.

Gloria Yakes- Trustee Yakes also attended the Legislative Breakfast. She shared there will be continuing education opportunities for trustees. She learned about the high costs of digital and audio books and shared we are fortunate to have our collection.

Laura Hess-Wojcik-President Hess-Wojcik also attended the Legislative Breakfast and shared she thinks it would be beneficial for other trustees to attend if possible.

## **ADJOURNMENT**

Trustee Augustyniak moved to adjourn the meeting at 8:20 pm. Vice-President Herman seconded.  
Ayes: All Nays: None. Motion carried.

Respectfully submitted,

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Secretary

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President