TINLEY PARK PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

July 22, 2026 – 6:30 p.m.

First Floor Computer Classroom

MEMBERS PRESENT

Chuck Augustyniak, Trustee
Brad Daniels, Treasurer
Leah Herman, Vice-President
Elizabeth Stern-Secretary
Gloria Yakes, Trustee
Laura Hess-Wojcik, President

MEMBERS ABSENT

Joe Molinare, Trustee

LIBRARY STAFF PRESENT

Zach Musil, Director
Jennifer Schulien, Business Office Assistant
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

Cosmo Schatz from the Youth Advisory Council was in attendance. Megan Vasquez, Adult Services Assistant Manager, was also present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Approval of June 24, 2026 Regular Board Meeting Minutes.

Secretary Stern moved to approve the June 24, 2026 Regular Board Meeting Minutes. Trustee Augustyniak seconded. A correction was noted that President Hess-Wojcik was the trustee who asked whether we include members who are absent. Trustee Augustyniak moved to approve the June 24, 2026 Regular Board Meeting Minutes with corrections. Secretary Stern seconded. Ayes: Chuck Augustyniak, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Abstention: Brad Daniels. Motion carried.

CORRESPONDENCE

There was no correspondence this month.

FINANCIAL REPORT

Approval of June 2026 Financial Report.

Vice-President Herman moved to approve the June 2026 Financial Report. Trustee Yakes seconded. Roll Call Vote: Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of June 2026 Bills List totaling $694,433.99.

Trustee Yakes moved to approve the June 2026 Bills List totaling $694,433.99. Trustee Augustyniak seconded. President Hess-Wojcik asked about two Overdrive invoices. The invoices are entered separately. Treasurer Daniels asked if there is a system for how bills are paid. Director Musil asked Business Office Assistant Schulien to explain how invoices are processed and she shared that bills are typically processed every Thursday. Trustee Yakes asked about the purchase of computer equipment. Director Musil shared the laptops in the computer classroom were replaced. Roll Call Vote: Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

ADMINISTRATIVE REPORT

Director's Report.

Director Musil shared that the Board members should expect to receive representation letters and fraud questionaries from Sikich for the FY2026 audit if they haven't already. He also shared some information regarding the website redesign. There was also discussion related to the Intergovernmental Agreement. Director Musil will share any further information with the Board.

Assistant Director's Report.

Assistant Director Schroeder's report was noted.

Strategic Planning Updates

The Board was given a rough draft of the upcoming survey. Director Musil asked for any comments or questions. The final survey will be presented to the Board at the August meeting. Vice-President Hess-Wojcik suggested that the Library provide paper copies to people upon request. Director Musil said that the Library Leadership Team would look into that and shared that the Library was looking to set up a station where patrons can take the digital survey in the building President Hess-Wojcik also suggested that proctoring tests be added to the items under question 3.

July 2026 Statistics.

The July 2026 Statistics were noted.

Orland Hills Board Meeting.

No report.

Staff Updates.

Jill Muller, Part-Time Circulation Clerk, resigned, effective July 10, 2026.

Building and Grounds.

ComEd should finish the LED conversion sometime next week. Facilities Manager Serafino and Assistant Facilities Manager Morrison are changing ballasts in the can lights. The flagpole has been repaired, and new flags have been installed. The water heater needed maintenance. Adding annual maintenance to the water heater will be considered for future budgets. We are still working on quotes for the Bookmobile repairs.

Prairie Garden & Story Walk Project Updates.

The project is on schedule. The concrete needs to cure for approximately 28 days before it can be painted. Director Musil suggested that the ribbon cutting occur after the plantings have gone in this fall.

Youth Advisory Council Report

Cosmo gave the Youth Advisory Council report. There was a patriotic party with trivia. In June there was a movie and craft night. Fairy Tale Theater had four successful shows. This was the largest cast with forty-nine people. The teens expressed an interest in learning Mah Jongg. 351 teens signed up for Summer Reading. Fumes of Mod Podge have some funny skits coming up.

Friends of the Library Report.

Director Musil shared the Friends board are working on becoming a 501c3, which could change how they accept payments and allow them to do fundraising.

Departmental Report.

President Hess-Wojcik was surprised to see there is an increased demand for Large Type materials. She also liked the idea of the Dead-on Arrival displays.

Program Publicity Report.

The report was noted.

NEW BUSINESS

Selection and Approval of Vendor for Website Redesign and Accessibility Compliance with WCAG 2.1 AA Standards. See Memo, Equalized Digital Proposal, Monkee-Boy Proposal, and CornerShop Creative Proposal.

Director Musil explained the proposals received. He also shared the perspective received from Klein, Thorpe, and Jenkins that the Board might find helpful. Megan Vasquez, Adult Services Assistant Manager, was present to answer questions as well, as she is part of the website team. The Board discussed the proposals, costs, and what each vendor stated they could offer. There was discussion of possibly having a single sign-on option. Adult Services Assistant Manager Vasquez was able to answer many of the Board members' questions. It was agreed that Equalize Digital was the vendor preferred by the Board. Secretary Stern moved to approve Equalize Digital, subject to the successful negotiation of a mutually acceptable agreement approved as to form by legal counsel. Trustee Yakes seconded. Roll Call Vote: Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Revisions to Pavilion Use Policy.

Treasurer Daniels moved to approve the revisions to the Pavillion Use Policy. Vice-President Herman seconded. Trustee Yakes suggested renaming Revision to Priority Use and Revisions. Trustee Yakes moved to approve the revisions to the Pavillion Use Policy with the added amendments. Treasurer Daniels seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Gifts to the Library Policy.

Secretary Stern moved to approve the Gifts to the Library Policy. Treasurer Daniels seconded. Secretary Stern noted two periods after the word goals and page 2. Secretary Stern moved to approve the Gifts to the Library Policy with the correction. Treasurer Daniels seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Revisions to Digital Media Studio Policy.

Vice-President Herman moved to approve the revisions to the Digital Media Studio Policy. Trustee Augustyniak seconded. It was mentioned there was a stray "c" at the end of the third bullet point. Trustee Yakes moved to approve the revisions to the Digital Media Studio Policy with the correction. Trustee Augustyniak seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of Conversion Station Policy.

Secretary Stern moved to approve the Conversion Station Policy. Vice-President Herman seconded. Ayes: Chuck Augustyniak, Brad Daniels, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

OLD BUSINESS

President Hess-Wojcik reminded the Board to continue to review the bylaws so they can be sent to the attorney.

EXECUTIVE SESSION

There was no Executive Session.

TRUSTEE COMMENTS

Chuck Augustyniak-No comment.

Brad Daniels-No comment.

Leah Herman-Vice-President Herman thanked Director Musil and Adult Services Assistant Manager Vasquez for their work on the website redesign. She also said it was great to see Cosmo.

Elizabeth Stern-Secretary Stern thanked Facilities Manager Serafino for dealing with the wasps.

Gloria Yakes-No comment.

Laura Hess-Wojcik- President Hess-Wojcik shared this was a good meeting.

ADJOURNMENT

Treasurer Daniels moved to adjourn the meeting at 7:32 pm. Trustee Augustyniak seconded. Ayes: All Nays: None. Motion carried.

NEXT MEETING:
August 26, 2026 at 6:30 pm.

Respectfully submitted,

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Secretary

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President