TINLEY PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 23, 2026 – 6:30 p.m.
First Floor Meeting Room

MEMBERS PRESENT

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

MEMBERS ABSENT

Chuck Augustyniak, Trustee

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 from the Youth Advisory Council was in attendance. Clarice Pelczarski, Jennifer Lowe, John French, Lyn Williams, Joe Williams, Caroline Lilly, Stewart Lilly, Yvette Curtis, Molly Blitstein, and Dee Molinare were present.

APPROVAL OF AGENDA

Trustee Yakes moved to approve the agenda. Vice-President Herman seconded. Secretary Stern suggested moving the Youth Advisory Council Report to after the approval of the minutes. Secretary Stern moved to approve the agenda with the amendment of moving the Youth Advisory Council Report

to after the approval of the minutes. Vice President Herman seconded. Ayes: Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

APPROVAL OF MINUTES

Approval of August 26, 2026 Regular Board Meeting Minutes.

Vice-President Herman moved to approve the August 26, 2026 Regular Board Meeting Minutes. Trustee Yakes seconded. Ayes: Brad Daniels, Leah Herman, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Abstention: Joe Molinare. Motion carried.

Youth Advisory Council Report

Paige shared the report. Elections were held recently, and Paige continues to hold the secretary position. Decorations are being created for the Trunk or Treat which will be held in the Meeting Room. Paintings were made for the Fandom Fest. The group is working on a mystery program for adults.

CORRESPONDENCE

Orland Hills Public Library District: Request for Second Payment for FY27.

The payment has been received.

Orland Hills Public Library District: Request for Capital Contribution for FY27.

The payment has been received.

Health Insurance Renewal and Village Relations-Timeline and Communications Timeline: IGA and Health Insurance Renewal Communications.

Assistant Director Schroeder gave some highlights of the timeline dealing with communications with the Village about the Intergovernmental Agreement, Health Insurance, and Accounting Services. The discussion of the Intergovernmental Agreement goes back to 2022. Secretary Stern asking if we had received anything from the Village, any of the accounting documentation/methodology used to calculate the first $90,000 accounting invoice which then turned into the $60,000 invoice. Director Musil shared that nothing has been received yet, and the bill has not yet been paid as we are still waiting for the itemized invoice. Trustee Yakes wondered if there is a solution to the Health Insurance Renewal that would provide the best solution for staff, the Village, as well as taxpayers. She asked how we come together amicably. Library Administration agrees wholeheartedly.

Director Musil's Remarks Given during Comment at the September 15, 2026 Village of Tinley Park Committee of the Whole Meeting.

President Hess-Wojcik shared Director Musil spoke about the Health Insurance issue at the Village meeting during Public comment. Trustee Yakes was surprised there was no discussion about the insurance at the Village's meeting and asked if the Village trustees received their information ahead of the meeting.

From Village of Tinley Park Mayor Michael Glotz: Unnecessary Division.

Director Musil shared this was a direct response to his speaking at the Committee of the Whole Meeting. Director Musil was speaking on behalf of the library and the public. He was not asking for change, just giving perspective. The mayor characterized Director Musil's public comment as "unprofessional." President Hess-Wojcik responded to the mayor's email. The Mayor and Village staff indicated being open to meeting with Library Board Members and leadership. The Board continued to discuss the letter and positive ways to move forward.

FINANCIAL REPORT

Approval of August 2026 Financial Report.

Vice-President Herman moved to approve the August 2026 Financial Report. Trustee Yakes seconded. Treasurer Daniels shared the report looks fine, but he would like to have more time to review the report. Trustee Molinare asked about other reports to see what was spent versus what was budgeted. Director Musil shared they may be able to pull other records from BS&A. President Hess-Wojcik moved to table to approval of the July 2026 and August 2026 Financial Report. Trustee Yakes seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

Approval of August 2026 Bills List totaling $487,925.90.

Trustee Yakes moved to approve the August 2026 Bills List totaling $487,925.90. Trustee Molinare seconded. Trustee Yakes is happy to see the phone bills are coming down. Roll Call Vote: Ayes: 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 the kickoff with Equalize Digital is tomorrow. The library is working with ComEd energy efficiency program to replace the lighting in the parking lots. This should make the parking lot brighter, which patrons have suggested.

Assistant Director's Report.

Trustee Yakes asked if many surveys had been completed yet. Assistant Director Schroeder shared about five hundred had been completed.

Strategic Planning Updates

The survey was discussed.

August 2026 Statistics.

The August 2026 Statistics were noted.

Orland Hills Board Meeting.

No report.

Staff Updates.

Monica Pletz, Part-Time Reference Assistant, began her position on September 23. Treasurer Daniels asked if there was a staff shortage. Director Musil shared there is, in Circulation, with two open positions. He stated the positions have been filled, but they have not started yet.

Building and Grounds.

Director Musil shared the lighting incentive is the only thing in the report at this time.

Prairie Garden & Story Walk Project Updates.

There was a walk through for a punch list earlier in the day. Those items will be addressed before the ribbon cutting. Director Musil shared there are frogs in the area already. Secretary Stern asked if there were policies in place regarding the garden. Director Musil shared that signage is being added. The garden will close 15 minutes prior to the library's closing. Trustee Molinare asked if there was a final cost yet. Director Musil shared this is not yet available as there are still a few things to be done, such as the willow hut in November.

Youth Advisory Council Report

This item was moved to the beginning of the meeting.

Friends of the Library Report.

Director Musil shared the Friends of the Library Board are still working on becoming a 501c3. The Friends' President, Veronica Tharpe has an active interest in Dolly Patron's Imagination Library.

Departmental Report.

The report was noted.

Program Publicity Report.

The report was noted.

NEW BUSINESS

Employee Insurance 2027-Discussion. Horton December Rates. IPBC Quote.

Director Musil and Assistant Director Schroeder shared all the information gathered regarding quotes from Horton and IPBC. It is important to note that the rate information for January is not yet currently available, so the numbers given are for December. The goal would be to provide staff with the most comparable coverage options to what is currently offered. There are many factors involved. The Board discussed the options. Assistant Director Schroeder will present plans in October if the Village does vote to drop the library from their coverage.

OLD BUSINESS

Approval of July 2026 Financial Report.

This item was tabled earlier in the meeting.

Adoption of Proposed Revisions to Board Bylaws.

A summary of minor, technical revisions vetted and approved by legal is as follows:

- Table of Contents:
    - Library Administration will correct and finalize page numbers upon adoption
- Section 7.03 has been retitled from "Employees and Salaries" to "Director Terms and Conditions of Employment and Salary"
- Section 1.01: Sentence added for clarity: "The organization is referred to as the Board, the Library Board or the Board of Trustees in this document."
- Section 2.03: A cross-reference to Section 4.06 was added for clarity.
- Section 2.05: These revisions, regarding email communications being "one-way" and "Trustees should not reply all…" were proposed by counsel and are recommended for adoption.
- 2.05 E-MAIL COMMUNICATIONS E-mail shall not be used to discuss or transmit messages discussing business by and among a majority of a quorum of Library trustees. (Note: A majority of a quorum of the Library Board is 3 members.) Because of the ease with which e-mail can be forwarded, copied or misdirected, either intentionally or inadvertently, use of e-mail should be avoided whenever the subject of the e-mail is a sensitive or confidential matter. When communicating via e-mail, the use of "reply to all" responses, "forward" or "cc" of a response must not be used to avoid such communication constituting a gathering of a majority quorum (or more) of the Library Board. E-mail may be used for routine, one-way communications between trustees and Library staff. Responses from Trustees shall not discuss or transmit messages discussing business by and among a majority of a quorum of Library trustees. Examples of these routine, one-way communications include:
    - Requests for available dates and times for meeting
    - Meeting reminders
    - Transmittal of agenda materials in advance of a meeting
    - Transmittal of other documents for personal review or editing.
    - Dissemination of information
      Trustees should not "reply all" to any such communications, and three (3) or more trustees should not engage in any contemporaneous communications regarding public business via email or any other electronic media. All e-mail that constitutes a public record must be maintained in accordance with the Local Records Act and subject to disclosure under the Freedom of Information Act. Reviewed and Revised 9/26
- Section 2.06: The following were added to Powers of the Board of Trustees:
- Approve the Library Budget
- Approve the property tax levy request to Village of Tinley Park to be included in the Tinley Park levy to the Cook and Will Counties.

- Approve all expenditures of the library.
- Section 4.02: Regarding Open and Closed meetings, the recommended language and placement has been inserted here.
- Section 4.03: References to specific holidays removed for formality. • Section 4.06: A small grammatical change (i.e. “from vs. “for”)

Secretary Stern moved to adopt the Proposed Revisions for Board Consideration. Trustee Yakes seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

A summary of revisions pending further Board consideration and discussion is as follows:

- Section 2.08: Incorporate the minor revisions. For the purpose of this section (2.08), the term "Employee" includes a member of this Board of Library Trustees and all Library employees and former employees whether or not compensated, but does not include an independent contractor.
- Section 3.01(c): Revise to: “If an office of the Board becomes vacant for any reason, an election will be held by the Board of Trustees to fill that office within 62 days. At the next board meeting, the Board will take a nomination from the floor. The new officer shall be elected by a majority vote by the Board.
- Section 3.03: Add “In the instance of both the President and Vice President’s absence, or both officers’ refusal or incapacity to act, the Board shall appoint a President/Chair pro tempore.
- Section 3.04: The Treasurer shall maintain the financial records and file accurate reports at any time on the financial condition of the library, and shall sign all checks and/or vouchers from Library funds.”
- Section 4.01: The Secretary shall be responsible for ensuring the publication or posting of notices of meetings as required by the Illinois Open Meetings Act. Closed meetings shall be held only as authorized by this statute. (5 ILCS 120/1 et seq.)

Secretary Stern moved to adopt the Proposed Revisions above for Board Consideration. Trustee Yakes seconded. Roll Call Vote: Ayes: Brad Daniels, Leah Herman, Joe Molinare, Elizabeth Stern, Gloria Yakes, Laura Hess-Wojcik. Nays: None. Motion carried.

EXECUTIVE SESSION

There was no Executive Session.

TRUSTEE COMMENTS

Brad Daniels-No comment.

Leah Herman-Vice-President Herman expressed thanks and appreciation for the library staff.

Joe Molinare- Trustee Molinare asked if there were any protocols for communication and how to respond to inquiries.

Elizabeth Stern-Secretary Stern asked Library Administration to thank the Friends of the Library for their donations for the Fandom Fest. She also thanked Library staff for their work in putting the thorough information together for today's meeting.

Gloria Yakes-Trustee Yakes appreciates the amount of work done.

Laura Hess-Wojcik- President Hess-Wojcik thanked the guests for coming and hopes they feel better knowing the Board will do their best to get the best coverage for Library employees. She thanked them for coming out on a Wednesday night to attend the meeting.

ADJOURNMENT

Trustee Yakes moved to adjourn the meeting at 8:05 pm. Vice-President seconded. Ayes: All Nays: None. Motion carried.

NEXT MEETING:
October 28, 2026 at 6:30 pm.

Respectfully submitted,

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Secretary

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President