

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, January 20, 2026 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, January 20, 2026 at Oak Lawn Public Library. President Brightmore called the meeting to order at 6:45 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Ms. Mallo, Ms. O’Keefe, Mr. Schwarzkopf and Mr. Skibinski (6:46 p.m.)

Trustees Absent: Ms. McCarthy & Ms. McDermott

Staff Present: Ms. Williams, Director; Ms. Donovan, Youth Services Librarian and Enrique Reyes, Marketing Manager

Visitors: Carla Williams, AFSCME Local 736

PLEDGE OF ALLEGIANCE

Ms. Brightmore led the audience in the Pledge of Allegiance and welcomed our visitors.

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

Ms. Brightmore read a thank-you email from Mary Donovan, Youth Services Librarian at the Oak Lawn Public Library, expressing her appreciation to the board for the lovely end-of-year gift.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, December 16, 2025
Executive Session, December 16, 2025

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 40277-40326 for \$247,548.91 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR - Personnel Changes

During the month of December 2025, the following staff changes took place:

- Michael Monahan began employment on 08/25/25, as an Adult Young Adult Librarian in the Adult Young Adult Services Department. His employment ended effective 12/04/25.

POLICY REVIEW

No revisions were made to the following policies.

- BP 2.3 New Trustee Orientation
- BP 2.8 Public Comment at Board Meetings
- BP 3.18 Travel Expense Reimbursement Policy
- BP 4.15 Volunteers

END OF THE CONSENT AGENDA

MOTION: Made by Mr. Schwarzkopf, seconded by Ms. Mallo: To Approve the Consent Agenda items 5-8 as amended. Motion passed by unanimous voice vote.

FINANCIAL REPORTS

Ms. Williams presented the Financial Reports.

By the end of December 2025, we would normally be at 100% through the budget. We have received 55.35% of our projected revenue and our expenditures are currently at 94.65%. Although we had \$325,000 left over, we have been using reserves since October 2025.

MOTION: Made by Mr. Skibinski, seconded by Ms. Mallo: To Accept the Financial Reports as presented.

ROLL CALL VOTE:

Aye: Brightmore, Mallo, O’Keefe, Schwarzkopf, Skibinski

Absent: McCarthy and McDermott

Motion Passed.

REPORT OF THE DIRECTOR

Narrative and Statistical Report

Ms. Williams submitted the monthly reports.

Friends of the Oak Lawn Library Report

The December 4, 2025 meeting minutes were submitted.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

No activity this month

Working Group Reports

No activity this month

OLPL in the News

Several newspaper articles were provided for viewing

2026 Ethics Statement

An Ethics Statement must be updated and signed at the beginning of each calendar year. Each board member has been provided with a form to sign and return at the end of the meeting. The completed forms will be kept on file.

Trustee Continuing Education

There is a new question on the IPLAR regarding trustee training hours. The state is requesting information on how many hours trustees have spent on training. If you have completed any

additional training, please notify Ms. Williams so she can include those hours in next year's IPLAR. The state has added this question out of concern that trustees may not be completing continuing education training. An ATLAS Trustee Training will be held at the Oak Lawn Public Library on Saturday, May 16, 2026 at 10-12 p.m., please let Ms. Williams know if you are interested in attending.

NEW BUSINESS/ACTION ITEMS

Approve 2026 Director Salary Adjustment

MOTION: Made by Mr. Skibinski, seconded by Mr. Schwarzkopf: To Approve 2026 Director Salary Adjustment of 7%, effective the first pay period after we have received our remaining tax dollars from the county, retroactive to January 1, 2026 as amended.

ROLL CALL VOTE:

Aye: Brightmore, Mallo, O'Keefe, Schwarzkopf, Skibinski

Absent: McCarthy and McDermott

Amended motion passed.

EXECUTIVE SESSION – Director's Performance Evaluation [§120/2c(1)]

MOTION: Made by Mr. Schwarzkopf, seconded by Mr. Skibinski: To go into Executive Session to Discuss the Director's Performance Evaluation [§120/2c(1)] at 7:34 p.m.

ROLL CALL VOTE:

Aye: Brightmore, Mallo, O'Keefe, Schwarzkopf, Skibinski

Absent: McCarthy and McDermott

Motion passed.

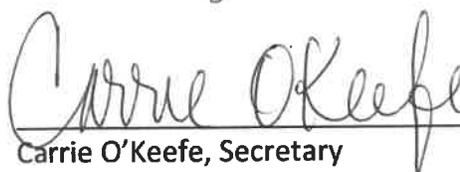
The meeting reconvened out of Executive Session at 8:39 p.m.

ADJOURNMENT

MOTION: Made by Mr. Skibinski, seconded by Ms. Mallo: To Adjourn the Oak Lawn Public Library Board Meeting 8:42 p.m. Motion passed by unanimous voice vote.



Kim Brightmore, President



Carrie O'Keefe, Secretary

