

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting, January 21, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, January 21, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:46 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Mr. Kelly, Ms. McCarthy, Ms. McDermott, Mr. O'Donnell, and Ms. O'Keefe

Trustees Absent: Mr. Skibinski

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Ms. McDermott read a thank you card from Ms. Patti Kosobud in regards to the Philharmonic Orchestra ticket raffle she won at the Oak Lawn Public Library.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, December 17, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34962-35038 for \$177,333.88 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

PERSONNEL – During the month of December 2024, the following staff activities took place:

- **APPOINTMENTS** – The following changes took place during the month:

Ella Omi has been hired as a full-time, Youth Services Librarian in the Youth Services Department, effective 12/17/24.

- **CHANGES** - The following changes took place during the month:

No activity this month.

- **DEPARTURES** – The following departures took place during the month:

No activity this month.

POLICY REVIEW

There were no changes 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 Ms. McCarthy, seconded by Ms. O’Keefe: To Approve the Consent Agenda items 5-8 as amended. Motion passed by unanimous voice vote.

FINANCIAL REPORTS

Budget Funds Reports

Ms. Williams presented the General Fund and Building Fund Reports.

By the end of December 2024, we would normally be at 100% through the budget; expenses are currently at 85.51%.

MOTION: Made by Ms. Brightmore seconded by Ms. O’Keefe: To Accept the Financial Reports as presented. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

REPORT OF THE DIRECTOR

Narrative and Statistical Report

The Director’s report noted the following items:

Statistics:

December 2024 Statistics highlights:

- We were closed three weekdays during December.
- Physical circulations were at 23,898, a decrease of 1,600 items from November.
- Digital circulations were at 6,801, the same as November.
- Gate counts for were at 15,326, a decrease of 9,954 people compared to November.
- There were 106 programs recorded in December, with 3,528 people participating.
- While there is no concrete way to determine the reasons for big swings in the stats, I believe that the Christmas and New Year's holidays falling mid-week disrupted people's normal habits for half the month. And because the same thing will happen next year, I expect we will see a similar decrease next December.

Building & Grounds:

- Lobby Project Phase 1 update: AV materials were removed from old shelving on Dec 26th, 27th & 30th. On Dec 30th, the old shelves were disassembled and removed, completing our contract with CSI. New shelving was delivered and installation began Jan 2nd. Installation of the shelves continued thru January 8th. The order was short multiple pieces, but none of them impact the usability of the main AV shelving, so transfer of the materials began January 8th. One shelving unit for the Friends section is still on order.
At the time of this report, DVD movies and TV, as well as Blu-Ray titles have been re-shelved in the new stacks. Due to the time restraint of shifting the materials, the audiobook and music CDs were not relocated in call-number order. Various staff are currently sorting and shelving the audiobook CDs (you can see the tables in the lobby are dwindling down as they are moved). The Music CDs are being reorganized and relabeled by Technical Services and other available staff to be organized into music categories on the shelves rather than the previous method of Dewey number. These are taking longer to return to the shelves, but when the music collection is completed, it will make music browsing easier for everyone.
Once the collection is in place and necessary shifting is in order, each stack will receive signage and labeling for ease of browsing.
- Lobby Project Phase 2: I have been meeting monthly with the architect and various members of his team on the conversion of the café and current Friends' space to a new programming space. It has been a lot of back and forth with ideas and concepts and each time we meet we are able to tighten the focus on the project. He is very clear at my displeasure with the pace at which the first phase of the project was completed and he promises that that will not be repeated with this second phase. I am wanting a completion date before the end of the calendar year.
- Technology upgrades have been completed in the Teen Room which included a new closet control panel, new cabling and a new staff access control panel at the

staff desk. Connections between the audio and video components were replaced. The projector is still adequate and functional, so there was no need to replace at this time.

- We have begun work on upgrading the technology in the lower level meeting rooms. Mary Nelson was completed on Jan 14th, and A/B/C is scheduled for Feb 3rd & 4th. The whole system will receive a new processor and each room will receive a new control panel. Mary Nelson is receiving an audio amplifier which will allow the audio from the computer to play through the ceiling speaker (it did not previously do this).
- The Jazz Legends exhibit in the Local History area has been retired. Tom Javorcic, the Local History Librarian is working on the next exhibit scheduled to open in April. In the meantime, I have been working with Tom and the Maintenance team. The Local History area during January and February will be receiving new paint and carpeting and a new display case. This will still allow Tom the month of March to finish planning and mounting the next exhibit for its launch in April.
- Once the AV materials have all been transferred to their shelving, my intention is to order two glass display cases for the area and begin offering display space for collections of area residents. I feel this will be an opportunity to bring more people into the building and provide locals with opportunities to showcase their personal collections with pride. This is the reason I did not suggest we retire/remove Board Policy 3.8 Community Use of Display Cases over the past few years. This policy will actually be up for review next month in February, at which time we will be looking to see if we need to suggest changes to the policy based on plans for the cases as we move forward.
- I also am looking into hardware for hanging artwork/paintings along the east wall in the lobby to create a gallery display space. This is all falling into place as the AV shelving has been installed and the space is settling into what I envisioned it to be. As with the collection display cases, the gallery wall space would be open to local artists to display their work for a specific time period. Board Policy 3.5 Art Gallery will be up for review in April.

Administrative:

- On 12-30-24, I submitted the SEI listing (Statement of Economic Interests) to Cook County on behalf of the library. This filing is for 2024, so all seven Board members do need to complete the filings. They will send each Trustee an email notification when the portal is open and ready for you to file. The last few years those emails went out mid-March with filing deadlines of May. I will let the Board know when I receive mine for you to be on the lookout for it.
- On 1-9-2025 I completed and submitted the library's annual L2 Certification.
- I have begun work on gathering the information needed for the 2025 IPLAR. The final report will appear on the agenda for review and approval next month at the February Meeting.

- On 12-2-24, AFSCME Council 31 filed an unfair labor practice charge against the library with the Illinois Labor Relations Board. I received notification a few days after the filing. I forwarded the information to the library's attorney, Thomas Melody of Klein, Thorpe & Jenkins, who submitted a notice of representation on our behalf. AFSCME claims that I and Kevin Powers (HR Coordinator) violated Public Act 101-620 by discussing union dues and/or union membership with employees. Since receiving the notification, Kevin and I have been gathering documentation regarding the time period the alleged violations took place and I have been discussing with our attorney. This was in the time after the ratification of the Collective Bargaining Agreement when the library was informing each employee of the changes that they would see in benefits and whether or not their position was a part of the bargaining unit covered under the CBA. Tom Melody reviewed this information and submitted our response to the ILRB on 1-10-25. I have been advised that it may take many months for the response to be reviewed and investigated before we receive notification of the proceedings in the case. I will keep the Board posted when there is movement in the case.
- This month, the library launched the recruiting component of our human resources software system, Paylocity. When applicants arrive at our employment page, they can review the open positions and apply for specific positions through the online portal as well as upload their resumes and cover letters. These submissions will now become immediately available for managers to review and track through the process. The system pre-screens applicants with a series of questions based on minimum requirements for each position. If those conditions are met, the person can continue to complete the application and submit their documentation. If the required questions are not answered, or answered negatively, the Paylocity will automatically reject the applicant in the system and inform them they do not meet the minimum requirements for a position. This feature has already saved a tremendous amount of time screening applicants. Besides our webpage, we also post all our actively open positions through the RAILS job's board. Paylocity has now allowed us to include automatic posting to Indeed.com when an opening is activated.
- I have been in contact with the Cook County Clerk's Office, and I am in the process of applying for OLPL to be an Early Voting location for the April 1st, 2025 Consolidated General Election. If approved, the library will be hosting early voting from March 17th through March 31st.

Friends of the Library Report

December 5, 2024

- Treasurer: \$492 has been collected in membership dues
- Sunday with Friends: \$1,550 was approved for the next three bookings: The Gotham Duo in March; Andrew Moreno & Friends in April; and The Solange Brazil Trio, with a dancer, in May.

- Library Movie License: \$655 was approved for the annual Swank Public Performance License and \$250 was approved for the digital versions needed for the Friends' screenings
- Library Director: provided the latest financial report of Friends funding requests from the library's Business Office. A check for \$6,442.37 is due from the Friends. Shelving for the new Friends Bookstore and audiovisual area has not yet arrived. The new deadline is the end of December. Use of the library's new drive-thru is being held up by the countertop installation. Future holiday closings will include 12/24, 12/25, 12/31 and 1/1. The library will host an indoor Santa's Christmas Café on Saturday, December 7, the same day as the Village's Santa event. Bookstore: a total \$1,455.44 was raised during November 2024.
- Discussion Group: 17 people attended a recent discussion.
- Membership Committee: renewals are still trickling in; a reminder letter will be sent out in January.
- Library Liaison: a poster is being created for the upcoming Friends holiday concert with the Acapella Fellas.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

Oak Lawn Chamber of Commerce 2025 Installation Dinner

Mr. & Mrs. Skibinski will be attending this event at the Hilton Chicago/Oak Lawn Grand Ballroom, January 31, 2025 at 6:00 p.m.

Working Group Reports

No activity this month.

2025 Ethics Statement

An Ethics Statement is required to be updated and signed at the beginning of each calendar year. Each board member has been presented with a form that will be signed and returned at the end of the meeting. The forms will be kept on file.

NEW BUSINESS/ACTION ITEMS

Approve 2025 Director Salary Adjustment

MOTION: Made by Ms. Brightmore, seconded by Ms. O'Keefe: To Approve 2025 Director Salary Adjustment of 8%, effective January 1, 2025. 6 Ayes, 0 Nays, 1 Absent.
Motion Passed.

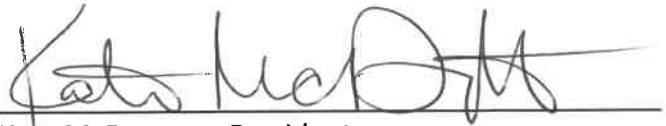
Executive Session – Director Performance Evaluation [§120/2c(1)]

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To go into Executive Session to Discuss Director Performance Evaluation [§120/2c(1)] at 7:15 p.m. 6 Ayes, 0 Nays, 1 Absent. Motion passed.

The meeting reconvened out of Executive Session at 8:32 p.m.

ADJOURNMENT

MOTION: Made by Ms. McCarthy, seconded by Mr. O'Donnell: To Adjourn the Oak Lawn Public Library Board Meeting 8:35 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary

