

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting, February 18, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, February 18, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:45 p.m.

ROLL CALL

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

Trustees Absent: Mr. O'Donnell

Visitors Presents: Patricia Pollard, Olivia Zeb, Carla Williams, Jeffery Olson, Don Karnoski, Karl Curran, Nicholas Hunger, Raymond Schwarzkopf, Marianne Martlink, Willam Berolow, Bill Martlink, Brett Chudina, Rita Hannon, Jack Hannon, Lilly Marlink, Chris G., and David Weinert.

Staff Present: Roger Burns, Brennan Walls, Ryan Biondic, Amy Rupsich, Kate Donley, Matt Baldwin, and Gale Harris

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Several visitors spoke about their concerns about the abolishment the security monitor position.
- Dave Weinert was inquiring if there was an update on the meeting room policy.
- Ms. McDermott read a thank you card from St. Paul Lutheran Church for the donations from the library.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, January 21, 2025

Executive Session Meeting, January 21, 2025

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 35040-35095 for \$202,124.01 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

PERSONNEL – During the month of January 2025, the following staff activities took place:

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

No activity this month.

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

No activity this month.

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

Alonte Manning, Security Monitor of the Administration Department, ended employment effective 01/13/25.

Kristopher Martin, Youth Services Associate of the Youth Services Department, ended employment effective 01/19/25.

POLICY REVIEW

There were no changes to the following policies.

BP 1.3	Bylaws of the Board of Trustees
BP 3.3	Community Use of Bulletin Boards
BP 3.7	Library Credit Cards
BP 3.9	Barring Disruptive Patrons from the Library
BP 3.10	Soliciting, Selling and Petitioning Policy
BP 4.6	Website Usage
BP 4.8	Delinquent Patrons
BP 5.2	Director Evaluation
BP 5.3	Director Evaluation Form

END OF THE CONSENT AGENDA

MOTION: Made by Ms. O'Keefe, seconded by Mr. Skibinski: 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 January 2025, we would normally be at 8.33% through the budget; expenses are currently at 5.40%. We have not received any tax draw payments this year.

MOTION: Made by Ms. McCarthy, 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:

January 2025 Statistics highlights:

- Physical circulations were back up at 25,246, an increase of over 1300 items from December.
- Digital circulations were at 7,80, an increase of 1,000 over December.
- Gate counts for were at 17,185, an increase of 1,859 over December.
- There were 141 programs recorded in January, with 4,391 people participating.

Building & Grounds:

- Lobby Project Phase 1 update:
 - We are still waiting of missing pieces of the shelving I have no concrete answer as to when they will arrive. In the meantime, some of the audiobook collection are still sitting on tables in the lobby until the missing pieces have arrived. I have asked the lawyer to reach out directly to the manufacturer and tell us whether we can get their shelving from an alternative vendor, even if it is in another area of the country.
 - The Friends have moved their booksale into the new space, we are still missing one piece of the shelving for their area. Marketing and I are working with the Friends to launch a Grand-Re-opening announcement, hopefully scheduled for the beginning of June, to coincide with summer reading and get them more foot traffic.
 - Staff have begun testing the drive through option, the drawer, the speakers, etc. March 1st we are beginning a soft launch, where the room will be staffed, and we will watch for issues and if patrons have picked up on the availability of the window when placing a hold, they will be able to use it, but Official launch is

April 1st. We will be announcing in the newsletter and Marketing will put out a press release.

- In testing the process, staff alerted me to the need for installation of a safety bollard near the drawer outside to prevent damage to either the drawer or to vehicles who may pull too closely to the window, as well as additional lighting outside at the window itself. I have notified the architect and he feels both these issues should be fairly easy to take care of.
- Lobby Project Phase 2: I have one more meeting scheduled on the design phase of the lobby programming room. We have come up with the following calendar:
 - March 20, 2025 - Requests for Bids goes out to the public
 - April 10, 2025 – Opening of Bids takes place at OLPL
 - April 15, 2025 – Architect's presentation of bids and recommendation for acceptance and approval at the April Board meeting
 - May 2025 - work can begin on the space
 - December 2025 – I have set the target to be before the end of the year for completion, hopefully it will be much sooner.
- Technology upgrades for Meeting Rooms A/B/C have been postponed due to a supply issue. These were originally scheduled for Feb 3 & 4th, but have now been moved to the period of Feb 24 – 26.
- Painting is completed in the local history area. We are waiting on the arrival of the new carpet. Tom will begin the installation of the new exhibit mid-March for Launch at the end of April.

Administrative:

- The 2025 IPLAR for the calendar year 2024 is completed and can be found in the Action section of the agenda for the Board to vote to approve. Following the meeting, I can digitally submit the report to the state.
- We have received notification from the Secretary of State's Office that the documentation submitted for the expenditures of the 2023 Per Capita Grant monies were approved and the application for the upcoming 2025 grant period were accepted.
- On February 11th, the Oak Lawn Chamber hosted the annual State of the Village Address. I was invited by the Mayor to present on behalf of the Library. I have attached a copy of my portion of the presentation immediately following this report.

Friends of the Library Report

January 2, 2025

- Booksale: \$1,314.61 Was raised during December 2024. Carole Onwiler has resigned from her position of the Bookstore Chairperson. President Celeste Brown will serve as the interim Bookstore Chair. She will speak to anyone interested in filling the chairperson position.
- Book Swap Partnership: Kate Donley shared an opportunity for the Friends to participate in a Book Swap ran by the Forest Preserves of Cook County on Saturday, June 7 at Swallow Cliff Woods North. The Friends can donate books and partner with the library to host an info table at this event. More details to come at a later date.

- **Chicago Books to Women in Prison Program:** a list of criteria was shared for acceptable donations. The drop-off location is in Chicago's Ravenswood neighborhood. This prospect will be further explored for feasibility.
- **Library Director:** the arrival and installation of new shelving has begun. One, final Friends Bookstore 3-foot wide bookshelf section will arrive later.
- **Membership Committee:** they have received 147 responses from their first renewal mailing to 227 members. A follow-up mailing will be sent to the 80 non-renewals. They also shared an attractive, revised and updated Friends tri-brochure with the Board.
- **Funding Requests:** attention was drawn to the Friends' \$40K+ bank balance, suggesting that some monies could be potentially invested. All agreed that the Friends Board needs to more assertively promote our eagerness to fulfill funding requests from library staff.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

No activity this month

Working Group Reports

Emergency Procedures – January 29, 2025

Worked on minor and major accidents and put into AR draft form. Also, worked on fire procedures that will come back for final review.

Staff Surveys

The summary of last years staff surveys were included in the board packet. The board trustees would like to conduct another staff survey this year to be giving at the August in-service meeting. Select questions would have to be ready in July.

2024 Statistics Review

Ms. Williams explained the 2024 statistics review accompanied by a PowerPoint Presentation.

ATLAS Trustee Day – will be held on Saturday, May 17, 2025 at the Orland Park Library from 10:00 a.m. – 12:00 p.m.

NEW BUSINESS/ACTION ITEMS

Approve 2025 Illinois Public Library Annual Report (ILPAR)

MOTION: Made by Ms. Brightmore, seconded by Ms. McCarthy: To Approve 2025 Illinois Public Library Annual Report (IPLAR). Motion Passed by unanimous voice vote.

Approve Revised BP 3.8 Community Use of Display Cases

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve Revised BP 3.8 Community Use of Display Cases. Motion Passed by unanimous voice vote.

Approve Destruction of Executive Session Audio Recordings

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To Approve Destruction of Executive Session Audio Recordings. Motion Passed by unanimous voice vote.

Executive Session – Personnel Matter [§120/2c(1)]

MOTION: Made by Ms. O'Keefe, seconded by Ms. McCarthy: To go into Executive Session to Discuss Personnel Matters [§120/2c(1)] at 8:03 p.m. 6 Ayes, 0 Nays, 1 Absent. Motion passed.

The meeting reconvened out of Executive Session at 8:45 p.m.

ADJOURNMENT

MOTION: Made by Mr. Skibinski, seconded by Ms. O'Keefe: To Adjourn the Oak Lawn Public Library Board Meeting 8:46 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary