

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, March 18, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, March 18, 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, Ms. O'Keefe and Mr. Skibinski

Trustees Absent: none

Visitors Presents: Carla Williams, Raymond Schwarzkopf, Lisa Schwarzkopf, Pat Pollard

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; Ms. Yasecko, Head of Technical Services; and Ms. McWilliams, Executive Secretary

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Raymond Schwarzkopf, candidate running for one of the library board trustee positions, introduced himself to the current board of trustees.
- Ms. McDermott read a letter from Marianne a resident regarding her concern about the abolishment of the security monitor.
- Ms. McDermott read a thank you card from St. Paul Lutheran Church for the food donations from the library staff and patrons.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, February 18, 2025
Executive Session Meeting, February 18, 2025

The minutes as presented

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 35097-35153 for \$140,159.21 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

PERSONNEL – During the month of February 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:

Sherrice Chatman, Marketing Assistant of the Administration Department, ended employment effective 02/25/25.

POLICY REVIEW

There were no changes to the following policies.

BP 2.3A	Suggested Reading List for Public Library Board
BP 2.4	Transition of New Trustees to the Board
BP 2.5	Bereavement Observance
BP 3.14	Media Contact Guidelines
BP 4.2	Programming

END OF THE CONSENT AGENDA

MOTION: Made by Mr. Skibinski, seconded by Mr. O'Donnell: 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 February 2025, we would normally be at 16.67% through the budget; we received 14.2% of the revenue; expenses are currently at 14.69%. Property taxes are slowly coming in. The auditor is scheduled to be here next week to start the 2024 audit.

MOTION: Made by Ms. McCarthy, seconded by Ms. Brightmore: To Accept the Financial Reports as presented. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

REPORT OF THE DIRECTOR

Narrative and Statistical Report

The Director's report noted the following items:

Statistics:

February 2025 Statistics highlights:

- Physical circulations were at 24,881, a decrease of 365 items.
- Digital circulations were at 7,127, a decrease of 673 items.
- Gate counts for were at 15,948, a decrease of 1,237 people.
- There were 142 programs recorded in February, with 4,257 people participating.

Building & Grounds:

- The North Elevator has shutdown multiple times in the last few weeks. Thankfully, no patrons or staff have been stuck inside. Suburban Elevator diagnosed the issue to be the "operator" module in the sliding door. We have been advised that the components for this particular model are obsolete and no longer available to purchase for repairs, so we are left with having to upgrade to a new door setup. The cost is \$18,579, and we have already been on contact with Suburban to move forward with the replacement. In the meantime, we have removed the 2nd floor lock-out on the South elevator, and patrons can resume use to the 2nd floor. Unfortunately, during the work down-time, staff will be unable to access the north basement via the elevator.
- Lobby Project Phase 1 update:
 - We received some of the missing of the AV shelving, but not all of them. We have been able to move the remainder of the AV items off of tables so the lobby is less cluttered.
 - We are still missing one stack of the shelving for their area. However, they have been working extremely well with what they have and have a lot of interest in their new area by visitors. They have set a date for their "Grand Re-Opening" which is set for Saturday June 14th from 12pm-3pm. They plan to man the store area, encourage membership sign-ups as well as giveaways for visitors during that time.
 - The Drive-up service had a soft-open as of March 1st. Official public launch is April 1st. A press release has been prepared and is being sent out. The newsletter already has a feature on the new service. Bookmarks with hold information are being printed and will be placed in each hold book to spread the news.
- Lobby Project Phase 2: In the Discussion section of the agenda, I have included the most recent architectural drawings of the designed space. Bid requests are scheduled to go out later this week.

- Technology upgrades for Meeting Rooms A/B/C have been completed. These three, as well as Mary Nelson Room now have upgraded capabilities for staff and patrons to be able to use the mounted display computers for presentations or the ability to easily connect their laptops to the projector through the wireless AirServer, or connect manually through an HDMI cable. The library does not provide HDMI cables, patrons would have to bring their own, or use the wireless connection. Previously only the library computer would connect to the projector and the configuration would not allow laptops to connect.
- Local History upgrades are complete. The painting and carpeting is complete. A new display cabinet was purchased and was put in place. Tom J. is in the process of configuring the new exhibit which is set to launch the week of April 21, with a program scheduled for April 23rd at 7pm

Administrative:

- The Statement of Economic Interest filing notices went out on 3-10-25. If you haven't already completed your filing, please check your inbox, or your junk/SPAM folder for the email and link provided.
- National Library Week begins Sunday April 6th and runs through Saturday April 12. For patrons, AYA is doing a raffle punch card that can be picked up at the 2nd floor AYA desk. Complete 5 easy tasks and be entered into a prize drawing. For staff, we are encouraging participation in a Spirit Week, where each staff are to dress a specific way, take a selfie inside the library, and each day we will pick a name from those participating for a \$10 Amazon.com gift certificate. There will be a poster in the lobby that lets patrons know what the staff's schedule is so they can appreciate the dress-up or down, depending on the day. We are also providing a Taco Tuesday Lunch for staff on April 8th, National Library Workers Day. And finally, we are going to surprise staff with a "Treat Cart" which will circulate each day during the week and allow staff to pick a snack treat or small stationary-type item off the cart.
- ALA created signs that says, "In This House, We Support Libraries". Ms. Williams had Marketing duplicate several copies to give out to patrons during National Library Week to display in their window.

Friends of the Library Report

February 6, 2025

- Booksale: Celeste Brown reported a monumental turnout for the Bookstore relocation. Going forward, she recommends having two people share the Bookstore chair position. Celeste will look into the three-plus volunteer interest forms on file. The first bookstore volunteer meeting was successful, and should be repeated on an annual basis. Ideas for the Bookstore Grand Reopening were shared. The Board further discussed ways to honor Carole Onwiler.
- Book Swap Partnership: Kate Donley gave an update of the Forest Preserves of Cook County Book Swap, Saturday, June 7 at Swallow Cliff Woods North. Kate will inquire if they can provide two tables for library and Friends representatives. Otherwise,

everyone will share one table, outdoors and under a provided tent. Perhaps a bookmark could be created to promote the Friends organization and bookstore.

- **Chicago Books to Women in Prison Program:** Bookstore Volunteer Judi Huff asked to table the Chicago Books to Women in Prison program until next month.
- **Library Director:** an up-to-date financial breakdown of Friends donations and a payment request for \$2,159.95 was provided. Carol then gave a detailed review of the finishing touches still pending for the Audio-Visual renovation, library hold pick-up, drive-up service, and new Friends Bookstore area. One remaining shelf unit and a slat wall display board for the Friends, as well as the relocation of the money collection safe and Bookstore hanging signage, will be completed in due time. Carol recommended the month of June for the Friends' Bookstore Grand Reopening. She is featuring the new bookstore area in her Director's Report in the library's June-August newsletter. YAY!
- **Friends Liaison:** Enrique Reyes has updated the Friends' website with upcoming programs and added the membership form and bookstore application. Early voting at the library will necessitate moving the March book discussion group meeting to the Mary Nelson Room.
- **Membership Committee:** there are now 222 Friends households, following their mass renewal mailing to 227 and reminder mailing to 80.
- **Discussion Group:** five new people attended her latest short story discussion, and described other recent meeting highlights. She is always open to book discussion title recommendations.
- **Repeat Complaints:** A small number of repeat complaints regarding the Friends Bookstore's organization were discussed. No changes to practices or procedures will be made. It was noted that other library/resale bookstores charge much higher prices.
- **Funding Requests:** Assistant Head of Technical Services Elaina Dague made a funding request on behalf of the 2025 Fan Fest Working Group. This year's event will focus on the world of fantasy with the Raks Geek Belly Dancers, a total amount of \$1,100.
- **Annual Membership Meeting:** being held in OLPL Meeting Rooms A, B, & C, Thursday, June 5, 2025, further details to follow.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

- **Health & Safety Expo** - will be held on Tuesday, April 22, 2025 from 9:00 a.m. – 12:00 p.m., at the Oak Lawn Senior Center, 5220 W. 105th Street, Oak Lawn, IL
- **Worth Township's Community Fair** – will be held Wednesday, May 14, 2025 from 10:00 a.m. – 12:00 p.m. at Worth Township Hall, 11601 S. Pulaski Road, Alsip, IL

Working Group Reports

- **User Experience (2/27/25 meeting)**– Ms. McCarthy handed out a PowerPoint packet with the results from the Oak Lawn Community Satisfaction Survey Results. The working group discussed the results. The Board has a staff survey in progress that will be given out at the next In-Service Meeting on August 7, 2025.

OLPL in the News – newspaper articles highlighted

- Oak Lawn Library Union Endorses Schwarzkopf, Weinert In Trustee Race

New Programming Room

- The design portion of the Phase 2 Lobby Remodel Project is finished and StudioGC is preparing a packet to go out for public bidding. A PowerPoint was presented that showed what the room will look like upon completion.

NEW BUSINESS/ACTION ITEMS

Approval of Security Vendor

MOTION: Made by Ms. McCarthy, seconded by Ms. O'Keefe: To Approve Guardian Security Services as the Security Vendor. 7 Ayes, 0 Nays, 0 Absent. Motion passed.

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

MOTION: Made by Ms. Brightmore, seconded by Mr. Skibinski: To go into Executive Session to Discuss a Personnel Matter [§120/2c(1)] at 7:58 p.m. 7 Ayes, 0 Nays, 0 Absent. Motion passed.

The meeting reconvened out of Executive Session at 9:25 p.m.

ADJOURNMENT

MOTION: Made by Ms. McCarthy, seconded by Mr. Skibinski: To Adjourn the Oak Lawn Public Library Board Meeting 9:26 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary
secretary pro tem