

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, April 15, 2025 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, April 15, 2025 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:45 p.m.

ROLL CALL

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

Trustees Absent: Mr. Kelly and Mr. Skibinski

Visitors Presents: Carla Williams, Raymond Schwarzkopf, Karrie Mallo

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; 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 stated that he will be absent for the May 20, 2025 meeting.
- 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, March 18, 2025
Executive Session Meeting, March 18, 2025

The minutes as presented

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 35154-35215 for \$233,564.33 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

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

Julian Lopez, was hired as a part-time, Adult Young Adult Page in the Adult Young Adult Services Department, effective 03/10/25.

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

Earie Delaney, has accepted the part-time position of Adult Young Adult Page in the Adult Young Adult Services Department, effective 03/16/25.

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

No activity this month.

POLICY REVIEW

There were no changes to the following policies.

BP 2.10	Library Board – Director Relationships
BP 3.15	Smoke-Free Environment
BP 3.16	Identity Protection
BP 3.19	Reserve Cash
BP 5.5	Software and Electronic Resources

END OF THE CONSENT AGENDA

MOTION: Made by Ms. Brightmore, 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 March 2025, we would normally be at 25.00% through the budget; we received 47.62% of our revenue and our expenditures are currently at 22.19%. We have received about half of our property taxes.

MOTION: Made by Mr. O’Donnell, seconded by Ms. O’Keefe: To Accept the Financial Reports as presented. 5 Ayes, 0 Nays, 2 Absent. Motion Passed.

REPORT OF THE DIRECTOR

Narrative and Statistical Report

The Director's report noted the following items:

Statistics:

March 2025 Statistics highlights:

- Physical circulations were at 27,725, an increase of 2,844 items.
- Digital circulations were at 7,582, an increase of 455 items.
- Gate counts were at 16,789, an increase of 841 people.
- There were 153 programs recorded in March, with 4,206 people participating.

Building & Grounds:

- Lobby Project Phase 1 is complete. All shelving both the AV and the Friends have been delivered and installed.
- Lobby Project Phase 2 has gone to bids and awaits Board approval later on during tonight's meeting.
- Study Room #1 on the 2nd floor has received new paint and new carpeting. The old chalkboard was removed and a wall mounted whiteboard has been installed. A new conference table and chairs have been ordered and are awaiting arrival and assembly, which will then be placed into the room.
- Study Rooms 2 through 6 will also be updated in the coming months one at a time.
- Technical Services is working on an upgrade to our people counting ability at the public entrances. The current counter built into the gates simply counts the number of people per day. A new thermal counter we will be installing at each entrance will not only count by date, but will give us the opportunity to track by hours and minutes. Up to this period, we were tracking busiest times of day only based on circulation data. These new counters will be able to tell us truly what times of day we have the most traffic walking through the doors.
- A new desk and telephone have been ordered for the lobby in anticipation of the new contracted security officers. They will be placed so the officer, while seated, will have line of sight to both entrances. Guardian management has been onsite twice, and have toured the property. We have established points of interest throughout the building that the officers will be required to walk through on an hourly basis. I have provided Guardian with floorplans, camera layouts, and all of our emergency situation procedures and Board policies relating to patrons. Guardian will incorporate these into their officer training and reference handbook. They have begun interviews and background checks on potential officers and will keep me posted on their progress through the process.

Events:

- The last 2 weeks of March, OLPL once again hosted early voting for South Suburban Cook County. Over 15 days, 1,900 people early voted in-person in Meeting Room C, and 314 dropped off their mail-in ballots.
- During April, William Martin, an Oak Lawn resident and member of Scout Troop 668, will be collecting donations for deployed soldiers in the library's lobby. Customer Services is assisting with this project. Williams is collecting on behalf of Jacky's Soldiers, an organization that has been collecting and distributing care packages to deployed soldiers since 2003.
- Reminder that the library will be closed Sunday April 20th for the Easter Holiday.

- Our newest Local History exhibit opens Monday April 21st, with a kick-off program on Wednesday April 23rd at 7pm on the 2nd floor. Local History Librarian Tom Javorcic will lead a slideshow presentation followed by Q&A, with refreshments the opportunity to view the exhibit. In preparation for this exhibit, Tom received an invitation from the Mayor to tour the Police Department, and a separate invitation to tour the firehouse and have lunch with the firefighters. Both departments offered memorabilia to be used for the display.
- OLPL Fan Fest will be back on Saturday May 10th from 10am to 3pm. One of our biggest events of the year, we will once again be giving away free comic books, hosting gaming programs, crafts and activities, as well as a lower level filled with local vendors and artists.
- The Village of Oak Lawn will be holding their annual Independence Day Parade on Saturday June 28th at 4pm. The Library will be closing that afternoon at 1pm in anticipation of the street closures surrounding the library. The parade will be on the discussion agenda in May to discuss if the trustees wish to participate in the parade.

Administrative:

- April's meeting marks the last for Pat O'Donnell and Sean Kelly. I would personally like to thank you both for the time you have given to the library and the community over the past 6 years.
- Raymond Schwarzkopf and Karrie Mallo will be joining the Board of Trustees in May.
- In January, I reported to the Board that AFSCME Council 31 filed unfair labor practice charges against the library and I promised to keep you updated. A hearing date has been set for Wednesday June 18th. Myself, Kevin Powers, and the library's attorney, Tom Melody are required to attend. The hearing is scheduled remotely and the three of us will be physically present at the library.
- AFSCME Council 31 has sent a Demand to Bargain notice regarding the subcontracting of security services. They requested an extensive list of documents, which I have provided regarding the review, discussion of, proposals for, and contracts for security services. Library attorney Tom Melody and I have a meeting scheduled with the Council representative on April 24th.

Friends of the Library Report

March 6, 2025

- **Booksale:** Interim Bookstore Chair Celeste Brown began with the mixed, but mostly positive reactions to the relocated Bookstore. The library's Maintenance staff kindly relocated our pay station in a timely manner. Orientation is underway for seven new volunteers to fill the holes in the schedule. After considering possible options, the Board settled on Saturday, June 14 from noon to 3:00 pm for the Grand Reopening of the Friends Bookstore. Celeste Brown and Vida Sakevicius will serve on a planning committee to hash out details, to include a ribbon cutting and giveaways. With regard to a fitting tribute to Carole Onwiler, Barbara Kreide reminded the Board of Carole's humble and self-effacing position to not have her name on a plaque.
- **Book Swap Partnership:** bookstore volunteers are starting to round up materials for the Forest Preserves of Cook County Book Swap on Saturday, June 7 at Swallow Cliff Woods North.

- **Library Director:** Library Director Carol Williams provided an update of the last shelving unit for the Friends Bookstore, early voting at the library during March, future Friends concerts, and National Library Week (4/6-12) festivities for staff and patrons. There was a “soft launch” of the drive-thru pickup window for library holds on March 1. A bigger grand opening is set for April 1. The library will be closed Easter Sunday and all summer Sundays beginning Memorial Day weekend.
- **Chicago Books to Women in Prison Program:** Bookstore Volunteers Judi Huff, Barbara Kreide and Lisa Schwarzkopf, plan to pull together items to donate to the program. Judi emphasized the need for paperback placement/testing books and young adult and LGBTQ materials. Raymond Schwarzkopf offered to do the drop-off at the Ravenswood location.
- **Membership Committee:** there are now 300 members, with 241 households. This is an incredible increase of 25 percent from last year, and new memberships continue to come in.
- **Discussion Group:** a lower attendance was at the short story meeting, due to a blizzard.
- **Funding Requests:** Teen Librarian Nicolas Vidmar, made a funding request for wargaming figurines. Besides the twice-a-month, teen wargaming club meetings, these new sets offer assembly and library media programming tie-ins. A total amount of \$842 is being requested.
- **Annual Membership Meeting:** President Celeste Brown expects that there will be two meetings of the Annual Membership Meeting Planning Committee to hammer out the details for this event set for Thursday, June 5.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

No Info this month

Working Group Reports

- **Emergency Procedures (3/20/25 meeting) –**
New AR's
 - Minor Accident/Illness
 - Major Accident/Illness
 - Fire
 Finalizing new lost and found procedures and tornado procedures.
- **Website Working Groups –** is split between two teams, the first team will be working on the site development with library market. The second team will provide the content on the website. Enrique Reyes will be the chair of both teams.

Staff Survey Discussion – Ms. McDermott provided a copy of ideas for the staff survey. Ms. Brightmore will send her ideas at a later date. These will be due by the June board meeting in order to be distributed at the August 2025 In-Service Meeting.

OLPL Fan Fest – Saturday, May 10, 2025, from 10 a.m. - 3 p.m.

ILA Executive Board Elections – Heather McCarthy, Board Trustee and School Librarian at Oak Lawn-Hometown Middle School is running for one of the Director-At Large seats. All ILA members are eligible to vote.

Reorganization Meeting - Will be scheduled for May 20, 2025 at 6:15 p.m.

NEW BUSINESS/ACTION ITEMS

Approve Construction Bid for Lobby Program Room

The Lobby Project Phase #2 is the construction of the Programming Room, in former Café/Booksale areas. Darren Shredder the architect and project manager from StudioGC couldn't be present but provided a statement read by Ms. Williams. Construction Solutions of Illinois (CSI) won with the lowest bid being \$442,723.00. If alternate 1, which is new replacement shades on the west side of the wall is added, the final total would be \$453,223.00.

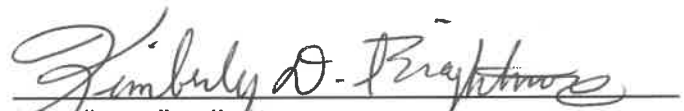
MOTION: Made by Ms. McCarthy, seconded by Mr. O'Donnell: To Approve bid including alternate #1 from Construction Solutions of Illinois for the Program Room with a total amount of \$453,223.00. 5 Ayes, 0 Nays, 2 Absent. Motion passed.

Approve Revised BP 3.5 Art Gallery

MOTION: Made by Ms. McCarthy, seconded by Ms. O'Keefe: To Approve Revised BP 3.5 Art Gallery. Motion passed by unanimous voice vote.

ADJOURNMENT

MOTION: Made by Mr. O'Donnell, seconded by Ms. McCarthy: To Adjourn the Oak Lawn Public Library Board Meeting 7:21 p.m. Motion passed by unanimous voice vote.


Kate McDermott, President
John "Sean" Kelly, Secretary