

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting, April 16, 2024 at 6:45p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, April 16, 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 (6:53 p.m.)

Trustees Absent: Mr. O'Donnell

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; Ms. Goetz, Technical Services Assistant; Ms. O'Leary, Genealogy Librarian; and Ms. McWilliams, Executive Secretary

Visitors Present:

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Ms. McDermott read an E-mail regarding the Harker House and Village Library.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, March 19, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34465-34512 for \$69,225.81 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

- **APPOINTMENTS** – The following changes took place during the month:
 - Maureen Hansen has been hired as a part-time Customer Services Assistant in the Customer Services Department, effective 3/11/24.
- **CHANGES** - The following changes took place during the month:
 - Monika Fudali has accepted the position of Adult Young Adult Services Associate in the Adult Young Adult Services Department, effective 03/01/24.
 - Rachel Weyer, has accepted the position of Content Coordinator, in the Administration Department, effective 03/18/24.
- **DEPARTURES** – The following departures took place during the month:
 - No activity this month.

Oak Lawn Public Library Friends Report

01/04/24 Meeting

- Director: Library Director Carol Williams stated the library will be closed Tuesday, March 5th when Library is closed for in-service meeting and Sunday, March 31st for Easter.
Carol shared a three-page handout with floor plans for the redesign of the north side of first floor lobby. The floor plans include details for the new location of the Friends Bookstore.
The Director concluded Library Updates by highlighting recent improvements to the Mary Nelson meeting room, newly mounted white board on the wall and new lighter wall color. The carpeting will be replaced soon as well.
- Library Liaison: Enrique indicated that social media posting about Friends membership is in the works perhaps to include posts promoting the attendance by Friends membership committee at Library events.
Enrique mentioned that the Library gets inquiries from patrons indicating their perception that Friends membership is limited to renewal drive time frame. The Library tells patrons they can join any time.
- Bookstore: Bookstore Chair Carole Onwiler shared that the holiday train event was a great joy, and was a fun way to raise awareness of the OLPL. Carole

distributed 90 coupons for free books to participants of the train event. The current number of bookstore volunteers is 15, with 4 more needed to fill all slots. Overall Carole is happy with bookstore program and with plans to increase prices slowly. New donations continue to be of good quality. All Christmas items were sold, some with higher pricing which suggests that increased pricing will be received well.

- Book Discussions: Book Discussion Chair Jan Paris stated that Discussions will move to Room C because the group is outgrowing the current space in Mary Nelson Room, with 15 in attendance this month. The upcoming title for the discussion group is The Children's Blizzard about a terrible storm in January 1888 that hit the Dakota territory of the upper Midwest. The short story group will read Mr. Marmaduke and the Minister by Wilkie Collins, a wonderful book about a minister in a small Scottish town. The short story group typically has 10 to 12 participants and will therefore continue to meet in the Mary Nelson room.
- Membership: There were 221 membership packets mailed out. 144 were returned with membership dues for a response rate of 65%. Of the 47 follow up reminders mailed out, 17 were returned with membership dues. Membership revenue totaled \$667.
- New Business: Margie suggested the Board consider some form of grand reopening to acknowledge the bookstore's new location and promote the Friends. There was discussion of potential communication strategies, and a suggestion for coupon distribution. Director Carol W mentioned the Library will put the news in the Know Now newsletter, with some pictures of the new space once finished, and will also follow up with news on social media.

02/01/24 Meeting

- Requests: The Assistant Department Head of Technical Service (Elaina) presented a funding request for the 2024 Fan Fest. Activities include an outdoor appearance of the Batmobile (\$500), airbrush tattoos for attendees (\$395) and a character visit by an actor portraying Rey from the Star Wars prequels (\$386.63) for a total of \$1281.63.
- The new Teen Librarian (Nicholas) shared his plan to revitalize the Teen Room's makerspace, by installing new shelving for improved storage and access to new tools to further enhance the breadth of creative projects made by teens. Purchases include a 3D printer (\$231), a VIHALS storage system (\$398), pegboards (\$158.96), lights (\$51.96), an ironing board (\$7.99), bins (\$28.99), an airbrush (\$170), paints (\$147.36), and craft supplies (\$84.50) for a total of 1468.75.
- Director: Library Director Carol Williams shared that the library will be closed on Tuesday, March 5 for a Staff Inservice Day. The ATLAS training session on "Friends, Foundations & Fundraising" will take place at OLPL on Tuesday, March 12, with Library Director Carol Williams and Friends President Celeste Brown speaking on the success of our Friends group.

- Library Liaison: Library Liaison Enrique Reyes provided a list of potential Friends recruitment dates for the Membership Co-Chairs and asked that they provide at least two-week's notice to library staff when they wish to be present at library events. He is currently working on the posters for the next series of Friends Trips to be announced for this spring.
- Bookstore: Bookstore Chair Carole Onwiler announced that \$1,355.97 was raised during January 2024.
- Book Discussions: Jan is now in the process of selecting the titles for the upcoming year, and hopes that her selections will be considered as uplifting by the discussion participants.
- Membership: Membership Committee Co-Chairs Judi Huff and Margie Michichich reported 14 new members since last month, bringing the current total up to 199. In January, they hosted an info table at the latest Sunday With Friends concert, using the new branded tablecloth. During February, they will promote the Friends at three library events.
- Annual Meeting: The Friends Annual Meeting is scheduled to occur on Thursday, June 6 at 1pm. A subcommittee will form to handle the running of this event. There will be an invitation mailed to all members in late April or early May.

03/07/24 Meeting

- Requests: Fiction Librarian (Emily) made a funding request for prizes and promotional items for AYA participants in the 2024 summer reading program, including DIY wood butterfly houses, pencils, butterfly clings, bamboo stem water bottles, lunch boxes, eco-friendly cork mini portable speakers, and stick-on tattoos for a total of \$1,080.20.
Program Librarian (Kate) shared a funding request for books and public programming to support a revitalized "One Book One Oak Lawn" initiative. She asked for 25 hardcover copies and 40 juvenile editions of *Nature's Best Hope*, as well as sponsorship for a native gardening public program with Kimberly Sigafus, for a total of \$855.00.
Teen Librarian (Nicholas) reported that the new and improved Teen Makerspace is almost completed and that the teens love it. He also expressed gratitude for the free books for teens that have been provided by Friends Bookstore volunteers.
- Director: Library Director Carol Williams opened with a financial report prepared by the library's Business Office, which noted an outstanding balance of \$5,768.26 for two months of Friends supported expenses. Carol then gave updates on the permit status for the remodeling project and the recent elevator difficulties, which has made it necessary to redirect patrons to the newer, north elevator for access to the second floor.
- ATLAS: President Celeste Brown spoke on her upcoming contribution to an ATLAS training workshop for library administrators and trustees covering "Friends, Foundations & Fundraising."

- Library Liaison: Library Liaison Enrique Reyes announced that the next Friends of the Library bus trip will be to a Downton Abbey exhibit on March 22. He also spoke on a Local History exhibit featuring Jazz Music Legends of Oak Lawn, the upcoming Fan Fest on May 11, and increased efforts to showcase Friends activities on social media.
- Bookstore: Bookstore Chair Carole Onwiler shared that \$1,621.91 was raised during February 2024, and that volunteers are now clearing space in the storage area to prepare for moving into the new location.
- Book Discussions: Discussion Group Chair Jan Paris expressed her appreciation for use of Meeting Room C as a book discussion location. The short story group continues to meet in the Mary Nelson Room. She also explained her selection process for determining next year's readings.
- Membership: There are currently 164 Friends households and a total of 204 members.
- New Business: Kenneth W. Huff described his experience as a CFO for 45 years and presented a proposal of the actions he would take to conduct an audit of the Friends' 2023 fiscal activity.

POLICY REVIEW

There were no changes made to the following policies.

BP 2.10	Library Board-Director Relationships
BP 3.5	Art Gallery
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 5-9 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 March 2024, we would normally be at 25.0% through the budget; expenses are currently at 20.5%.

MOTION: Made by Ms. Brightmore, seconded by Ms. McCarthy: 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:

March. 2024 Statistics highlights:

- Physical circulations were at 29,635, an increase of 1,534 items over February
- Digital circulations were at 7,211, an increase 1,199 items from February
- Gate counts for March were 17,919, only a 30-person difference from the previous month

There were 131 programs recorded in March with 4,182 people participating.

Building & Grounds:

- Building permits for phase 1 of the lobby project were obtained, 3-weeks later than anticipated. At the time of this report, the AV offices have been removed, plumbing lines for water and HVAC were successfully capped and/or rerouted. Framing is completed for the new workroom. The outline for the drawer and window placement has been drawn and approved by the architect and the custom window has been ordered. Cuts to the exterior masonry wall will not proceed until workers are ready to install the new pieces. At that time, we will block off Library Drive to prevent cars from shortcutting through while workers are active. The old carpeting to the north 1/3 of the lobby has been removed and replaced with new. The carpet along the south 1/3 of the lobby from entrance to entrance has been removed. Work has been ongoing to surface grind, patch and prime the floor in anticipation of the new carpet. This area was very uneven and had an extreme layer of old glue residue. Hallett is being scheduled for the next move of the AV shelving so crews can remove and replace the carpet along the middle 1/3 of the lobby where the AV shelving is currently sitting.
- The HVAC rooftop unit RTU-1-T for which the Board approved replacement in late 2023, arrived and was installed on April 4th. Maintenance has been monitoring the new unit, and it is integrating into our system well with no complaints so far. This invoice should appear in next month's financials.
- The 2nd floor lock for the South elevator was successfully installed. I am not aware of any reported breakdowns since we changed the traffic pattern. I will work with Marketing to have larger directional signage created to hang from the ceiling to identify elevator locations.

Events/Happenings:

- Youth Services relaunched their Chess club programming in March and they have had increasing attendance at each weekly event. 14 on week 1, 19 on week 2, and 21 on week 3.

- El Mago Magic Show was here on Tuesday March 26th, 332 children and families attended here in the lower level meeting rooms.
- Friday April 19th from 6-8pm, we will be hosting an after-hours Genealogy Lock-in for those interested in doing deep dives into the family history with the help of library staff.
- Saturday April 27th from 6-8pm, we will be launching our newest local history exhibit with an after-hour event. JAZZ MUSIC LEGENDS OF OAK LAWN will feature information and displays highlighting Oak Lawn's high school jazz competitions of the 60's, 70's & 80's as well as other musical connections in Oak Lawn. While the exhibit will launch on the 27th, the exhibit will remain open to the public throughout the calendar year and Tom Javorcic, Local History Librarian will be scheduling related programming to continue to highlight the exhibit contents.

Administrative:

- On April 11th, I was elected to serve on the Executive Board for ATLAS (Area Training for Libraries & Staff). ATLAS is a non-profit organization made up of public libraries in Northeastern Illinois dedicated to provide networking and continuing education opportunities for librarians, staff and trustees. If you are interested in learning more, their website is <http://atlaslibraries.org> The Executive Board generally meets the 3rd Wednesday each month (currently in Orland Park) to explore and plan training opportunities for public libraries. They also host a monthly members meeting (rotates each month: SLAM – Suburban Library Administrators Meeting).
- As a member of the Executive Board of the Oak Lawn Chamber of Commerce, I have appointed three library staff to Chamber committees with the goal of extending our connections and reach in the Oak Lawn business community. There are currently staff on the Health & Safety Expo and Stoney Creek Golf Outing committees. The Health & Safety Expo is held every April and the Golf Outing is held every July. I also joined the committee for the Family Fun Fest which is held at Stony Creek each September.

New Library Calendar Demo

Ms. Yasecko, Head of Technical Services, gave a PowerPoint presentation showing how to navigate through the new OLPL Library Calendar.

OLD BUSINESS/DISCUSSION ITEMS

Health & Safety Expo 2024 - will be held on Wednesday, April 24, 2023 at the Oak Lawn Senior Center from 9:00 a.m. – 12:00 p.m.

Working Group Reports

Emergency Procedures (3-28-24 meeting) – the working group did some training at the In-Service Meeting. They talked about some of the things that were changed and rules that were enacted for different emergency procedures. The next big thing is an actual emergency evacuation procedure.

OLPL in the News – newspaper articles highlighted

- Library to honor jazz in Oak Lawn
- NASA Expert Discusses The Eclipse Wednesday At The Oak Lawn Library

Jazz Music Legends of Oak Lawn: A Local History Exhibit – will be held on Saturday, April 27, 2024 at the Oak Lawn Public Library from 6:00 p.m. – 8:00 p.m.

Fan Fest – will be held on Saturday, May 11, 2024 at the Oak Lawn Public Library from 10:00 a.m. – 3:00 p.m.

Trustee Day Workshop – will be held on Saturday, May 18, 2024 at the Orland Park Public Library from 10:00 a.m. – 12:00 p.m.

Annual Reorganization Meeting – has been scheduled for Tuesday, May 21, 2024 at 6:15 p.m.

NEW BUSINESS/ACTION ITEMS

Approve VOIP & PA System Project

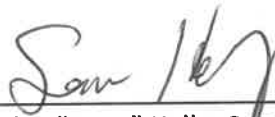
MOTION: Made by Ms. Brightmore, seconded by Mr. Skibinski: To Approve \$39,052.00 for the VOIP & PA System Project through Heritage Technology Solutions. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

ADJOURNMENT

MOTION: Made by Mr. Skibinski, seconded by Ms. McCarthy: To Adjourn the Oak Lawn Public Library Board Meeting 7:51 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary

Recorded by: Jennifer McWilliams – OLPL Executive Secretary