

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, May 20, 2025 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, May 20, 2025 at Oak Lawn Public Library. President Brightmore called the meeting to order at 6:45 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Ms. Mallo, Ms. McCarthy, Ms. McDermott, Ms. O’Keefe and Mr. Skibinski
Trustees Absent: Mr. Schwarzkopf
Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; Ms. Donley, Programming Librarian and Ms. McWilliams, Executive Secretary

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Ms. Brightmore read a thank you card from St. Paul Lutheran Church for the food donations from the library staff and patrons.
- Ms. Brightmore read a thank you card from William Martin from Scout Troop 668, for helping with his eagle project.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, April 15, 2025

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 35216-35285 for \$149,657.02 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR - Personal Changes

During the month of April 2025, the following staff changes took place:

APPOINTMENTS

- Michaila Landa, was hired as a full-time, Youth Services Associate in the Youth Services Department, effective 04/16/25.

POLICY REVIEW

No policies up for review this month.

END OF THE CONSENT AGENDA

MOTION: Made by Ms. McCarthy, seconded by Mr. Skibinski: To Approve the Consent Agenda items 5-8 as amended. Motion passed by unanimous voice vote.

FINANCIAL REPORTS

Ms. Williams presented the Financial Reports.

By the end of April 2025, we would normally be at 33.33% through the budget; we received 50.33% of our revenue and our expenditures are currently at 25.92%.

MOTION: Made by Mr. Skibinski, 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

Ms. Williams submitted the monthly reports.

Friends of the Library Report

The April 3, 2025 meeting minutes were provided.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

Independence Day Parade – Saturday June 28, 2025 at 4:00 p.m.

Working Group Reports

- Emergency Procedures (4/30/25 meeting) – the new 2025-2027 working group assignments are changing this year. There will be a new group with new ideas. This group accomplished a lot during the last two years.
- Website (4/30/25 meeting) first meeting with LibraryMarket. Lindsay McNeill, LM Project Manager, is meeting virtually with the working group every Monday. Currently in Discovery & Structure and Design & Architecture phases.

OLPL in the news – several articles were highlighted in the local newspaper.

2025-2027 Working Group Assignments – Ms. Williams explained the new assignments. The Board Trustees can sign up as a liaison for one of the working groups.

OMA Training Certificate 2025 – Ms. Mallo completed the OMA and FOIA Training.

Survey Staff Discussion – Trustees discussed the staff survey and will have ten questions prepared by the June board meeting.

NEW BUSINESS/ACTION ITEMS

No new business this month.

ADJOURNMENT

MOTION: Made by Ms. McDermott, seconded by Ms. McCarthy: To Adjourn the Oak Lawn Public Library Board Meeting 7:59 p.m. Motion passed by unanimous voice vote.



Kim Brightmore, President



Carrie O'Keefe, Secretary

