

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, May 21, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, May 21, 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, Mr. O'Donnell, Ms. O'Keefe and Mr. Skibinski

Trustees Absent: none

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; Ms. O'Leary, Genealogy Librarian, Mr. Burns, Special Collections Librarian; and Ms. McWilliams, Executive Secretary

Visitors Present: none

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Ms. McDermott read a thank you card from St. Paul food pantry for food donations.
- Ms. McDermott read a thank you letter from Oak Lawn Hometown District 123 Ed Foundation. Taco and Trivia Night took place on March 8, 2024 and raised over \$20,000 this year with an overall total of \$100, 000 overall.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, April 16, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34513-34576 for \$232,715.71 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

- **APPOINTMENTS** – The following changes took place during the month:
 - Ina Gonzalez has been hired as a part-time Page in the Adult Young Adult Services Department, effective 04/02/24.
 - Maha Kavar has been hired as a part-time Page in the Youth Services Department, effective 04/15/24.
 - Amy Wilkus has been hired as a part-time Page in the Youth Services Department, effective 04/15/24.

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

No activity this month.

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

No activity this month.

Oak Lawn Public Library Friends Report

04/04/24 Meeting

- Director: Library Director Carol Williams was not present, but Enrique Reyes shared her report. Discover Books is out of business, so Carol provided three possible replacements for taking the Friends' discards.
- Gift Request: Youth Services Department Head Jen Abler was not present, but she prepared a funding request for the amount of \$4,890.34 to purchase summer reading prizes. The prizes included assorted card games (\$510), mini-trash cans (\$506.25), shipping from Dollar Tree (\$197.99), and imprinted Bento boxes (\$3,676.10)
- Library Liaison: Enrique Reyes reported that the Content Coordinator position has been filled, so there will be more social media traffic, including Friends

awareness and membership promotion posts. He also announced the Friends' April movie (Oppenheimer, 4/10) and concert (Flamenco ensemble, 4/14).

- Bookstore: During March, \$1,228.66 was collected.
- Book Discussions: Book Discussion Chair Jan inquired if the Friends' discussion groups could relocate their meetings to the second floor Teen Room. She also spoke on past and future discussions. The lists for next year are finalized and Jan will provide photocopies of those upcoming short stories.
- Membership: Membership Committee Co-Chair Margie Michicich gave her report. There will be a recruitment blurb in the library's summer newsletter. Enrique Ruiz noted that the Friends' membership form on the library's web site has been updated. Patti Pryal provided envelopes for future Friends' mailings.

POLICY REVIEW

No policy review for this month.

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 April 2024, we would normally be at 33.3 % through the budget; expenses are currently at 27.3%.

MOTION: Made by Ms. Brightmore, seconded by Ms. O'Keefe: 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:

April 2024 Statistics highlights:

- Physical circulations were at 29,258, a slight decrease of 377 items compared to March
- Digital circulations were at 6874, a decrease of 337 items from March

- Gate counts for April were 18,904, a 985 person increase from the previous month
- There were 155 programs recorded in April with 5,532 people participating.

Building & Grounds:

- The lobby project is proceeding much slower than anticipated. However, it has not impacted current library operations. In fact, because the shelving configuration was still in placement after the carpet installation, we were able to make use of a much larger lobby space for FanFest. At the time of this report, more work has been ongoing in the preparation of the workroom, and steps to install the new window and drawer have begun on the outside wall.
- I received notification from the Village that there are two large projects that will impact library operations this summer:
 - The demolition of the 5210 Building in June will see that some of the municipal parking lot on Cook Ave will be closed off. My expectation is about half the lot will be closed.
 - In early to mid-July the parking lot as well as all of Cook Avenue and Dumke Drive will be shut off for approximately 6-weeks for resurfacing. This one causes a much larger problem for us, as RAILS deliveries as well as dumpster storage and pickup all take place on Cook Avenue. We have begun a conversation with RAILS to see if they can adjust their delivery schedule to occur during our open hours using the Raymond entrance. As for dumpster pick-up, I anticipate that we will have to move our 2 dumpsters into parking spaces on the Raymond side of the building to allow for pick-up. We will be making arrangements for that temporary change with our refuse company.
 - Staff have been notified, and I included the information in the upcoming newsletter to prepare patrons for the inconvenience. We will also be posting signs at the Cook entrance in the weeks prior to the expected work as well as on social media.

Events/Happenings:

- The JAZZ MUSIC LEGENDS OF OAK LAWN exhibit launched April 27th, and we had 127 people attend the after-hours event. Tom Javorcic, Local History Librarian will be scheduling related programming throughout the year to continue to highlight the exhibit contents.
- May 11th, the library hosted the all-day FanFest. A great time was had by all. At the time of this report, I have not received an attendance total.
- ESL programming has resumed after a brief spring hiatus. The popular program meets Thursday mornings.
- Summer Reading begins June 1st and runs through August 1st. Children will sign up in Youth Services and complete paper logs for participation. Teen and Adult participants sign up through the Beanstack app.

- Coinciding with adult summer reading will be One Book One Oak Lawn. The program is being spearheaded by Kate Donley and the book selection is *Nature's Best Hope*, by Douglas Tallamy. In the upcoming newsletter programming supporting OBOOL will have the logo next to it.

Administrative:

- I have moved a proposed service launch date for the drive-thru window until possibly October 1st. We have known accessibility issues during the upcoming summer months and will again face a suspension of service in the beginning of September. Rather than have an off-and-on again service which will show poorly in the community, the decision was made to move the launch until I knew we could offer uninterrupted service to the community.
- The User Experience Working Group put together a short community survey that we began using at Fanfest on May 11th. There are 8 questions and the survey is done through Survey Monkey online. We intend to push the survey for the next 6 months and end at the end of October with our annual Trick or-treat event as a final request to complete the survey. The questions can be found at the Working Groups portion of the agenda, Item 12-B-1.
- On 5-14-24 I completed my required annual FOIA training through the Illinois Attorney General's Office. Immediately following this report is a copy of my completion certificate.
- I received a subpoena to appear in Cook County Circuit Court regarding the case of People of the State of Illinois vs John Steiner. This was regarding the incident that occurred on Library property on 8-3-2023. I arrived for the scheduled time of 1:30pm, and was eventually informed by the State's prosecutor, that Mr. Steiner had appeared in front of the court during the morning session and pleaded guilty. The judge sentenced 2 days of time served. The case has been closed. Mr. Steiner's barring ends July 25th. If there are any further updates or issues, I will notify the Board.
- Negotiations with AFSCME Council 31 and the employee's local reached a tentative agreement on May 7th. The draft agreement was included in your packet and appears in the New Business/Action Item section as item 13-A pending your approval.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

Village of Oak Lawn 4th of July Parade

The Village added more guidelines this year, no less than 10 people and one vehicle. This topic will be on the agenda for next month with participation details.

Working Group Reports

User Experience (4-18-24 meeting)

Ms. McCarthy stated that 62 staff members attended the in-service meeting on March 5, 2024. Only 54 of those staff member completed the provided staff survey. Ms. McCarthy distributed a hand out with the survey results and went over the results.

Emergency Procedures (5-16-24 meeting)

Ms. Williams stated the gazebo is currently the designated place to meet when there is an emergency situation. Is this far enough to be safe from all dangerous situations? It was decided that the east side of the Mosaic Temple would be a safer meeting place.

OLPL in the News – newspaper articles highlighted

- Movers & Shakers 2024
- Heather McCarthy Movers & Shakers 2024 – Change Agents

NEW BUSINESS/ACTION ITEMS

Approve Collective Bargaining Agreement

MOTION: Made by Ms. Brightmore, seconded by Ms. O'Keefe: To Approve Collective Bargaining Agreement. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve Revised 2024 Salary Schedule

MOTION: Made by Ms. McCarthy, seconded by Ms. Brightmore: To Approve Revised 2024 Salary Schedule. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve 1% Salary Increase and Eligible Step Increases

MOTION: Made by Ms. Brightmore, seconded by Ms. O'Keefe: To Approve 1% Salary Increase and Eligible Step Increases. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve Holiday Benefits Revision

MOTION: Made by Ms. McCarthy seconded by Ms. Brightmore: To Approve Holiday Benefits Revision. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve Parental Leave Benefit

MOTION: Made by Ms. McCarthy, seconded by Ms. O'Keefe: To Approve Parental Leave Benefit. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve Revision of Vacation Leave Benefit

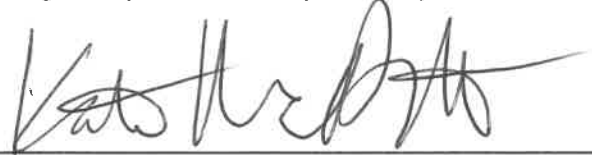
MOTION: Made by Ms. McCarthy, seconded by Ms. O'Keefe: To Approve Revision of Vacation Leave Benefit. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve Sick Leave Benefits

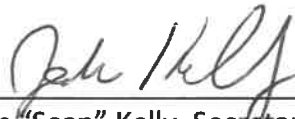
MOTION: Made by Ms. Brightmore, seconded by Ms. McCarthy: To Approve Sick Leave Benefits. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

ADJOURNMENT

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To Adjourn the Oak Lawn Public Library Board Meeting 7:35 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary

