

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, June 17 2025 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, June 17, 2025 at Oak Lawn Public Library. President Brightmore called the meeting to order at 6:47 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Ms. Mallo, Ms. McCarthy, Ms. McDermott, Ms. O'Keefe, Mr. Schwarzkopf and Mr. Skibinski (6:51 p.m.)

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; Ms. Abler, Head Youth Services; 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

No communications this month

Audit Presentation by GW & Associates, P.C. David Jelonek, CPA

Mr. Jelonek gave a short summary of the 2024 audit report.

Youth Services Presentation

Ms. Abler gave a brief presentation on the New Sensory-Friendly Youth Programs (SF).

CONSENT AGENDA

APPROVAL OF MINUTES

Reorganization Meeting, May 20, 2025

Regular Meeting, May 20, 2025

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 35286-35333 for \$105,108.27 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR - Personnel Changes

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

APPOINTMENTS

- Elizabeth Klimczak, was hired as a full-time, Adult Young Adult Librarian in the Adult Young Adult Services Department, effective 05/16/25.

POLICY REVIEW

BP 2.9 Whistle-blower Guidelines and Protections, BP 4.13 Security Camera Policy and BP 5.8 Equal Opportunity Employment were withdrawn from the consent agenda due to issues raised by Mr. Schwarzkopf. The policies will be corrected and added to the July 2025 agenda under new business.

There were no changes to the following policies

BP 1.5 American with Disabilities Act

BP 4.18 Pandemic Policy

END OF THE CONSENT AGENDA

MOTION: Made by Mr. Skibinski, seconded by Mr. Schwarzkopf: To Approve the Consent Agenda items 7-10 A and D as amended. Motion passed by unanimous voice vote.

FINANCIAL REPORTS

Ms. Williams presented the Financial Reports.

By the end of May 2025, we would normally be at 41.67% through the budget; we received 51.49% of our revenue and our expenditures are currently at 37.01%.

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.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

No activity this month

Working Group Reports

Ms. Brightmore shared that the website working group is moving along.

OLPL in the news

Level Up your Reading Game with the Oak Lawn Public Library

Staff Survey

Ms. McCarthy went over the staff survey with the board and asked if there was anything else that needed to be added/changed before the final copy is provided for the July 2025 meeting.

OMA Training Certificate 2025 – Mr. Schwarzkopf completed the OMA and FOIA Training.

Historical Constant Dollar Library Levy

Mr. Skibinski explained the historical constant dollar library levy chart.

NEW BUSINESS/ACTION ITEMS

Approve 2024 Audit

MOTION: Made by Mr. Skibinski, seconded by Ms. McDermott: To Approve the 2024 Audit as presented. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve PIV Replacement

MOTION: Made by Ms. McCarthy, seconded by Mr. Skibinski: To Approve PIV Replacement in the amount of \$46,513.89. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve Revised BP 1.1 Freedom of Information Act

MOTION: Made by Ms. McDermott, seconded by Mr. Schwarzkopf: To Approve Revised BP 1.1 Freedom of Information Act Motion passed by unanimous voice vote.

Approve Destruction of Executive Sessions Recordings 12-11-23

MOTION: Made by Mr. Schwarzkopf, seconded by Mr. Skibinski: To Approve Destruction of Executive Sessions Recordings 12-11-23. Motion passed by unanimous voice vote.

ADJOURNMENT

MOTION: Made by Ms. McCarthy, seconded by Mr. Skibinski: To Adjourn the Oak Lawn Public Library Board Meeting 8:43 p.m. Motion passed by unanimous voice vote.



Kim Brightmore, President



Carrie O'Keefe, Secretary

