

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting, June 18, 2024 at 6:48 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, June 18, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:48 p.m.

ROLL CALL

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

Trustees Absent: Ms. McCarthy

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; and Ms. McWilliams, Executive Secretary

Visitors Present: David Jelonek, GW & Associates, P.C.

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 Pilgrim Faith Food Pantry for food donations.

CONSENT AGENDA

APPROVAL OF MINUTES

Reorganization Meeting May 21, 2024
Regular Meeting, May 21, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34577-34645 for \$137,454.74 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

- **APPOINTMENTS** – The following changes took place during the month:
 - Gisselle Sorriano has been hired as a part-time Page in the Adult Young Adult Services Department, effective 05/13/24.
 - Jesus Ramirez has been hired as a part-time Page in the Adult Young Adult Services Department, effective 05/13/24.
- **CHANGES** - The following changes took place during the month:

No activity this month.
- **DEPARTURES** – The following departures took place during the month:
 - Rachel Weyer, Content Coordinator of the Administration Department has ended employment effective 05/07/24.

POLICY REVIEW

There were no changes to the following policies.

BP 1.5	Americans with Disabilities Act
BP 4.13	Security Camera Policy
BP 4.18	Pandemic Policy
BP 5.8	Equal Opportunity Employment

END OF THE CONSENT AGENDA

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

AUDIT PRESENTATION BY GW & ASSOCIATES, P.C. – DAVID JELONEK, CPA

Mr. Jelonek gave a short summary of the 2023 audit report.

FINANCIAL REPORTS

Budget Funds Reports

Ms. Williams presented the General Fund and Building Fund Reports.

By the end May 2024, we would normally be at 41.67 % through the budget; expenses are currently at 36.39%.

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: 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:

May 2024 Statistics highlights:

- Physical circulations were at 26,356, a decrease of 2,900 items compared to April
- Digital circulations were at 7,070, an increase of 200 items from April
- Gate counts for May were 18,933, approximately the same from the previous month
- There were 138 programs recorded in May with 9,110 people participating.

Building & Grounds:

- Lobby Project update: The drive thru window has been installed in the new workroom, however the drawer portion has not been installed due to back-order supply chain issues. I am waiting on the quote for the new shelving.
- The demolition of the 5210 Building was set to begin on June 1st, but obviously the project has been delayed, so we have not had to experience the partial closure of the Cook Avenue parking lot. I have not received any further information about the timeline. Rather than make early announcements about projects that we have no control of, we will wait until the Village projects actually begin to put notices on the website and social media.
- The Oak Lawn Garden Club selected a variety of new Annuals and came and planted them for us in late May. The volunteers were fewer in number than in previous years and there was discussion that there may not be interest or ability to continue the project for the library. We will have to wait until next year to see if they are able to continue. Maintenance staff tilled and prepared the grounds for the Garden Club prior to their arrival.

- Maintenance staff also pulled weeds, trimmed existing bushes and plants and set out all new mulch around the various plantings. They selected new bushes and planted them on Cook Avenue in front of the HVAC units to serve as a natural screen as they grow in size. Last year we had to remove the ones that were there because they had become overcrowded and were dying.

Events/Happenings:

- Summer Reading began June 1st and runs through August 1st. Youth's Kick-off program was June 8th, an outdoor tie-dye event and they had 114 people attend. Adult summer kickoff was the Local Author Fair on Wednesday June 12th, and they had 215 people attend.
- Last September Youth Services hosted a Truck-a-Truck event that coordinated with the Fire, Police and Public Works departments to bring vehicles of all shapes and sizes for children to explore. They are interested in doing it again, and I filed an application with the Village to close off the Dumke Curve and ¼ of the parking lot for the program on Saturday September 28th. We already have confirmations from the Fire Dept, and J Dog Junk Removal for participation.
- This Saturday, June 22nd, Tippi Price and the Customer Service team have arranged for Free Kidney & Diabetes Screening between 10am – 2pm.
- World Beatles Day is later this month and in an annual recognition, Roger Burns, adult services librarian and Beatles will be presenting Beatles Trivia June 27th at 6:30pm
- The library will be closing Saturday June 29th at 1pm in advance of the road closures for the Village's scheduled holiday parade and following Village Green Events.
- The Library will be closed Thursday July 4th in honor of Independence Day.

Administrative:

- Follow-up on SWAN status from previous meeting discussion regarding the purging of library cards that are inactive for three years—A trustee asked whether or not digital usage kept a card active, or was it strictly physical checkouts that counted. I responded that I was not sure and had to ask for clarification. SWAN responded that the following activities ARE logged as activity and would keep a card active in our system:
 - Borrowing digital items from Hoopla, Libby (OverDrive/Media on Demand), or Kanopy
 - Use our public computers
 - Access our databases from home using their library card as a login
- After the Collective Bargaining Agreement was fully ratified at last month's Board Meeting, Kevin Powers and I sat down and reviewed each employee's salary and placement onto the new salary step schedule. Kevin is meeting with each employee and reviewing their revised salary, explaining how the chart works, as well as any applicable changes in their benefits.

- Again, now that the negotiating is done and we have definitive salary numbers, I have begun inputting revised salaries for the 2025 budgeting process. I should have something prepared to share in early fall.
- We called a meeting of the Oak Lawn Community Library Foundation on June 13th. The Foundation has only met a handful of times since the pandemic struck in March 2020. We reviewed a few key points of their bylaws and agreed to begin meeting again on an established schedule.
- The Emergency Procedures Working Group has been working on a new Evacuation Procedure and will be reviewing it at the August in-service day with all staff. We will be practicing an actual evacuation, possibly in tandem with a fire drill, details will be worked on as we get closer to training day.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

Village of Oak Lawn 4th of July Parade / Participation

It was decided to not participate in this year's parade. Ms. McDermott suggested that for 2025, we reach out to the Friends of the Library, The Foundation Board, and/or the high school/middle school kids that need volunteer hours to boost participation.

Working Group Reports

Website (6-10-24 meeting)

Details of the current website were discussed. Aiming to get a new OPLP website running in 2025. Some of the desktop and mobile browsers are being flagged with warnings of potentially harmful content on the site. Scans and personal investigation showed no current issues with malware or viruses. The site is safe to use. Next meeting in August.

OLPL in the News – newspaper articles highlighted

- Library Hosts Annual Fan Fest
- Oak Lawn Library draws a crowd with Fan Fest
- Oak Lawn Library sets Local Author Showcase
- One Book, One Oak Lawn
- Author Showcase
- Oak Lawn Library's Local Author Showcase Features 32 Authors

2024 Per Capita Grant

The Oak Lawn Public Library was awarded a Fiscal Year 2024 Public Library Per Capita grant in the amount of \$86,667.57.

NEW BUSINESS/ACTION ITEMS

Approve Revised BP 1.1 Freedom of Information Act

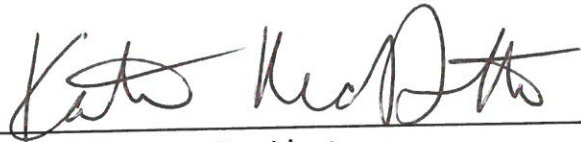
MOTION: Made by Ms. Brightmore, seconded by Mr. Skibinski: To Approve Revised BP 1.1 Freedom of Information Act. Motion passed by unanimous voice vote.

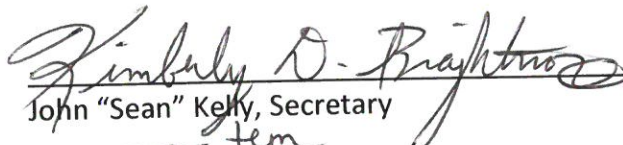
Approve 2023 Audit Report

MOTION: Made by Mr. Skibinski, seconded by Mr. O'Donnell: To Approve 2023 Audit Report. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

ADJOURNMENT

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To Adjourn the Oak Lawn Public Library Board Meeting 7:50 p.m. Motion passed by unanimous voice vote.


Kate McDermott, President


John "Sean" Kelly, Secretary
pro-tem