

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, July 15, 2025 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, July 15, 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. Schwarzkopf
Trustees Absent: Mr. Skibinski
Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; Ms. Price, Customer Service Department Head; Meghan Moran, Customer Services Assistant Department Head of; Ms. Donovan, Youth Services Librarian, and Ms. McWilliams, Executive Secretary
Visitors: Ben Bush, Salimah Boufath, and Michael Machie

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

Ms. Brightmore shared a thank-you card from the Hannum PTA, expressing their appreciation for the raffle basket donation.

CUSTOMER SERVICES PRESENTATION

Ms. Price and Ms. Moran delivered a brief presentation highlighting the Outreach and Community Partnerships they have cultivated over the years.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, June 17, 2025

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 35334-35388 for \$185,717.47 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR - Personnel Changes

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

CHANGES

- Sara Ahmed, has accepted the full-time position of Scheduling Associate in the Administrative Services Department, effective 06/02/25.

DEPARTURES

- Elizabeth Klimczak, Adult Young Adult Librarian in the Adult Young Adult Services Department, ended employment effective 05/16/25.

POLICY REVIEW

No revisions were made to the following policies.

BP 3.1 Purchasing
BP 3.4 Capital Items
BP .6 Use of the Signature Stamp

END OF THE CONSENT AGENDA

MOTION: Made by Ms. McCarthy, seconded by Ms. Mallo: To Approve the Consent Agenda items 6-9 as amended. Motion passed by unanimous voice vote.

FINANCIAL REPORTS

Ms. Williams presented the Financial Reports.

By the end of June 2025, we would normally be at 41.67% through the budget; we received 51.52% of our revenue and our expenditures are currently at 44.99%.

MOTION: Made by Ms. McCarthy, seconded by Mr. Schwarzkopf: 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 May 13, 2025 meeting minutes were submitted.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

National Night Out – August 5, 2025, is being moved on the Village Green from 6-8 p.m.

Working Group Reports

The Website Working Group is making steady progress, with all content due by August 18, 2025.

OLPL in the news

Oak Lawn hosts community expo with focus on health, safety and service

Oak Lawn library pays tribute to 100 years of emergency responders

2025 Annul Illinois Standards Review

To remain eligible for our Per Capita Grant, we are required to review the Illinois Standards annually. We are pleased to report that we currently meet all of the standards."

Mueller Training Certificate 2025 – Ms. Mueller completed the FOIA Training.

Survey and Staff In-Services

The Board went over the plan for administering the staff survey on in-service day.

NEW BUSINESS/ACTION ITEMS

Approve Revised BP 5.4 Parental Leave Policy

MOTION: Made by Ms. McCarthy, seconded by Ms. McDermott: To Approve Revised BP 5.4 Parental Leave Policy as presented. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

Approve Revised BP 2.9 Whistle-blower Guidelines and Protections

MOTION: Made by Ms. McDermott, seconded by Mr. Schwarzkopf: To Approve Revised BP 2.9 Whistle-blower Guidelines and Protections. Motion passed by unanimous voice vote.

Approve Revised BP 4.13 Security Camera Policy

MOTION: Made by Ms. McCarthy, seconded by Ms. Mallo: To Table Revised BP 4.13 Security Camera Policy until next meeting. Motion was passed by unanimous voice vote.

Approve Revised BP 5.8 Equal Opportunity Employment

MOTION: Made by Mr. Schwarzkopf, seconded by Ms. McCarthy: To Approve Revised BP 5.8 Equal Opportunity Employment. Motion passed by unanimous voice vote.

Approve Updated 2025 Preferred Vendor List

MOTION: Made by Ms. McDermott, seconded by Ms. O'Keefe: To Approve Updated 2025 Preferred Vendor List. Motion passed by unanimous voice vote.

Approve Resolution 25-1 Transfer of Funds to the Capital Projects/Building Fund

MOTION: Made by Ms. McDermott, seconded by Ms. McCarthy: To Approve Resolution 25-1 Transfer of Funds to the Capital Projects/Building Fund in the amount of \$959,106.47. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

ADJOURNMENT

MOTION: Made by Ms. McDermott, seconded by Mr. Schwarzkopf: To Adjourn the Oak Lawn Public Library Board Meeting 8:57 p.m. Motion passed by unanimous voice vote.


Kim Brightmore, President


~~Carrie O'Keefe, Secretary~~
Kate McDermott pro tem

