

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting, July 16, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, July 16, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:45 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Ms. McCarthy, Ms. McDermott, Mr. O'Donnell, Ms. O'Keefe and Mr. Skibinski (6:50 p.m.)

Trustees Absent: Mr. Kelly

Staff Present: Mr. Burns, Special Collections Librarian

Visitors Present: Carla Williams, AFSCME Council 31

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- No activity this month.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, June 18, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34646-34692 for \$126,910.42 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

- **APPOINTMENTS** – The following changes took place during the month:

No activity this month.
- **CHANGES** - The following changes took place during the month:

No activity this month.
- **DEPARTURES** – The following departures took place during the month:
 - Tenisha Netter, Computer Center Assistant of the Technical Services Department has ended employment effective 06/12/24.
 - Patricia Pollard, Teen Assistant of the Adult Young Adult Department has ended employment effective 06/14/24.

POLICY REVIEW

Item 8 A, BP 3.1 Purchasing was withdrawn from the consent agenda. The information for the current board president needs updating and will be added to the August 2024 agenda under new business.

There were no changes to the following policies.

BP 3.4	Capital Items
BP 3.6	Use of the Signature Stamp

END OF THE CONSENT AGENDA

MOTION: Made by Ms. O’Keefe seconded by Ms. McCarthy: To Approve the Consent Agenda items 5-8, with 8 A withdrawn as amended.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 June 2024, we would normally be at 50% through the budget; expenses are currently at 41.53%.

MOTION: Made by Mr. O'Donnell, seconded by Ms. O'Keefe: To Accept the Financial Reports as presented. 5 Ayes, 0 Nays, 2 Absent. Motion Passed.

REPORT OF THE DIRECTOR

Narrative and Statistical Report

The Director's report noted the following items:

Statistics:

June 2024 Statistics highlights:

- Physical circulations were at 28,473, an increase of 2,114 items over May
- Digital circulations were at 6,662, a decrease of 408 items from May
- Gate counts for were at 18,909. April May and June were all consistently over 18,900
- There were 133 programs recorded in June, with 6,437 people participating.

Building & Grounds:

- Lobby Project update: Still waiting on the drive-thru drawer. Having the Architect follow up and reason for delay. Received a quote for the shelving, \$250,000, which is double what was originally anticipated in the estimate for the project. Meeting with the Architect next week to discuss the quote and find alternatives either in changing the shelving we want, quoting somewhere else or scrapping a full replacement and only ordering new pieces for the office and the Friends, and reuse the existing shelving.
- Maintenance have been working regularly on the outdoor grounds.
- Painting and carpeting have been finished in the Business Office.

Events/Happenings:

- Summer Reading continues until August 1
- Staff in-service is scheduled for Friday August 2nd. The Library will be closed to the public but staff will be onsite for the day.
- The Oak Lawn Chamber held its annual Golf Outing fundraiser event on Wednesday July 10th. Patti Pryal, Marketing Assistant and Kevin Powers, HR Coordinator were assigned to participate on the Chamber committee for the event on behalf of the library

Administrative:

- You may have noticed a change in the Meeting Agenda. Friends of the Library and Foundation minutes have been moved to the Old Business/Discussion Items section of the agenda.

- On 6-19-24, I completed the required annual OMA Training for 2024. The certificate of completion is included immediately following this report.
- I met with the senior management team on three occasions during June and July to review its entirety the new Collective Bargaining Agreement.
- The Foundation met in June and agreed to resume regular quarterly meetings.
- The Library is currently participating in the Camera Registry Program with the Oak Lawn Police Department. This program just notifies the police that we have exterior cameras. Should they need footage during the course of an investigation that takes place in the vicinity of our cameras, they may call on us to view or obtain any footage to help with their investigation.
- The Library experienced an internet outage on the evening of July 3rd. IT staff have repeatedly checked our equipment as well as being in contact with AT&T several times each day. An AT&T technician was out to our property and confirmed that all our equipment was fully functional and that the problem lies somewhere between our building and the AT&T home office. In the meantime, it has been difficult, as phone and email have been affected since they are also internet based. The Website, Public Computers and Wi-Fi are down. The SWAN app still allows patrons to browse the catalog and place items on hold. Patrons are still able to check materials out with staff at the Customer Service Desk. One day's movie program was cancelled due to inability to stream the advertised title, but all other programs were still held as scheduled. Study rooms are available but patrons have to come into the library to make their reservation. We're basically doing most things Old School until service returns.

Friends of the Library Report

April 4, 2024

- Library Director: Discover Books is out of business, so Carol provided three possible replacements for taking the Friends' discards.
- Bookstore: During March, \$1,228.66 was collected.
- Discussion Group: The lists for next year are finalized and Jan will provide photocopies of those upcoming short stories.
- Membership Committee: There will be a recruitment blurb in the library's summer newsletter. Enrique Reyes noted that the Friends' membership form on the library's web site has been updated.
- 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)
- Annual Meeting on Thursday, June 6, to be mailed during May.
- Library Liaison: 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).

May 2, 2024

- 2023 audit went well, books are in excellent order
- Library Director: ThriftBooks' will be taking the booksales discarded items. Future closings, the Local History Jazz exhibit, and a library construction update was discussed.
- Plans and volunteer assignments were discussed for the annual meeting on Thursday, June 6, 2024.
- Bookstore: during April 2024 \$1,629.34 was collected.
- Membership: listed upcoming membership drives at library events, and announced that we now have 184 members.

Oak Lawn Community Library Foundation Report

June 13, 2024

- Exhibits: Mr. Javorcic gave a recap of the opening of "Jazz Music Legends of Oak Lawn.
- Costs: Mr. Javorcic will be requesting funding for the First Responders exhibit. Costs and estimates will be provided at the next meeting.
- Wish list: Mr. Javorcic provided a "wish list" of item for Local History.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

No activity this month.

Working Group Reports

Emergency Procedures (6-26-24 meeting) Will be doing another presentation at the August In-Service meeting discussion the emergency exits around the library.

Updated Illinois Library Laws & Rules

The new updated January 1, 2024 book was distributed to the board.

Property Valuation

CBIZ Valuation Group, LLC completed an insurance appraisal of the Oak Lawn Public Library. As of March 1, 2024, the replacement cost new is \$26,169,000.00. The previous valuation was \$18,382,000.00

NEW BUSINESS/ACTION ITEMS

Approve Resolution #24-1 Transfer of Funds to the Capital Projects/Building Fund

MOTION: Made by Mr. Skibinski, seconded by Mr. O'Donnell: To Approve Resolution #24-1 Transfer \$745,789.60 to the Capital Projects/Building Fund. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

Approve Updated 2024 Preferred Vendor List

MOTION: Made by Mr. O'Donnell, seconded by Ms. McCarthy: To Approve Updated 2024 Preferred Vendor List. Motion passed by unanimous voice vote.

Executive Session

AFSCME Step 4 Grievance [§120/2c(1)]

Executive Session Minutes Review [§120/2c(21)]

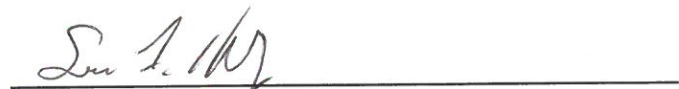
MOTION: Made by Ms. McCarthy, seconded by Mr. O'Donnell: To go into Executive Session to discuss AFSCME Step 4 Grievance [§120/2c(1)] and Executive Session Minutes Review [§120/2c(21)] at 7:33 p.m. 6 Ayes, 0 Nays, 1 Absent. Motion passed.

The regular meeting reconvened out of Executive Session at 9:01 p.m.

ADJOURNMENT

MOTION: Made by Mr. Skibinski, seconded by Ms. O'Keefe: To Adjourn the Oak Lawn Public Library Board Meeting 9:01 p.m. Motion passed by unanimous voice vote.


Kate McDermott, President


John "Sean" Kelly, Secretary

Recorded by: Jennifer McWilliams – OLPL Executive Secretary