

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, August 20, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, August 20, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:46 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Mr. Kelly, Ms. McCarthy, Ms. McDermott, and Mr. Skibinski (6:51 pm)

Trustees Absent: Mr. O'Donnell and Ms. O'Keefe

Visitors Present: Jack Howard, Axon/Fusus/OLPD and Steve Daddona, OLPD

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.

FUSUS By AXON – presentation

Mr. Jack Howard, Axon/FUSUS/OLPD, gave a brief introduction followed by a PowerPoint presentation explaining the Connect Oak Lawn Program.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, July 16, 2024
Executive Session, July 16, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34693-34740 for \$270,052.68 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

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

Samantha Cabal has been hired as a part-time, Adult Young Adult Associate, in the Adult Young Adult Department effective 07/01/24.

- **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.

POLICY REVIEW

There were no changes to the following policies.

BP 4.10	Reference Service Policy
BP 4.10A	ALA Code of Ethics
BP 4.11	Resource Sharing

END OF THE CONSENT AGENDA

MOTION: Made by Ms. Brightmore, seconded by Ms. McCarthy: To Approve the Consent Agenda items 6-9 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 July 2024, we would normally be at 58.33% through the budget; expenses are currently at 48.41%. We did receive the Per Capita Grant. On the financials report the grant was added to line item 5013 taxes, it should be under line item 5022 grants. Capital Projects Fund is moving along, we started making disbursements for the project, they submitted a bill for 1st half of project and the architect has been sending some other smaller bills.

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

July 2024 Statistics highlights:

- Physical circulations were at 29,467, a nearly 1,000 increase over June
- Digital circulations were at 6,611, only a handful of items different from June
- Gate counts for were at 15,121, a drop of 3,700 people from June
- There were 140 programs recorded in July, with 5,401 people participating.

Due to the Internet outage of 23 days in July, it was anticipated that any statistical count that was computer related would take a substantial hit. However, even with the outage, our physical checkouts increased and our digital checkouts and programming remained steady.

Building & Grounds:

- Lobby Project update: drive-thru drawer installed. I met with the architect to discuss the delays in the project. He stated that supply issues with the electrical fixtures for the new ceiling lights have caused the most recent delays. We also discussed options to trim costs for the shelving quote, as well as my request to reach out to another shelving provider to obtain an alternate quote. I requested that the dumpster on the Cook side of the building be removed prior to the Labor-Day weekend and the Fall Music Festival hosted in the space by the Village. The dumpster may return when final steps are completed in this phase of the project.
- 2 new cameras will be installed this month, they will be exterior and face the Cook Avenue municipal parking lot. While the library does not own the property, I feel that since the majority of our staff and patrons park there, it will be helpful to the police if there is an incident in that lot that they need to investigate. The camera angels will cover all areas of the lot, but will get a substantial sweep from our building angle.
- Myself, Arturo Miramontes, and two other maintenance staff attended a 2-day seminar on Facilities Management. I feel it is important that all staff have the opportunity to receive training that either directly relates to their job, or may provide them the opportunity to move up within the organization and contribute with their professional development.

Events/Happenings:

- Summer Reading concluded until August 1, I should have participation numbers for the September meeting.
- Staff in-service was on Friday August 2nd. The following trainings were included in the agenda:
 - Emergency exits, evacuation procedures & a live fire drill
 - The soon to be implemented new phone system
 - Breathing techniques to reduce stress and anxiety and to improve overall physical and mental health
- Tuesday August 6th was National Night Out. Myself, Tippi Price and Enrique Reyes attended on behalf of the library. We offered library card registrations, programming fliers and had a spinning wheel for visitors to win a variety of branded giveaways. We had 450 people visit our tent during the event, which is always fun to attend and interact with Village staff from all their departments.
- OLPL will be the newest home for Early Voting in Suburban Cook County. The County Clerk's Office contacted me and informed me that they were in need of a new location, hopefully in Oak Lawn for an early voting site. After multiple conversations and two on-site walkthroughs, paperwork was approved for us to host early voting. For the upcoming fall election, we will be using Meeting Room C. Hours vary by day, but entries have already been made in our event calendar to show availability. We will have to make some staffing alterations on a few dates to be sure staff are on-site after normal hours to accommodate voters and the voting judges who will work the event. Early voting runs Monday October 21st through Monday November 4th. Early voters in Oak Lawn during the 2016 Presidential Election were 9,714 and in 2020 it was 9,222. They anticipate the numbers for this cycle to reach nearly 10,000.
- OLPL will host the 3rd annual Trick-or-Treat in the library on Sunday October 27th from 11am to 2pm. Meetings are scheduled to coordinate through all departments as well as work on a plan to pull in community partners to participate in this year's event. In 2022 we recorded 453 attendees. In 2023, it was 742. I hope to see this year's number reach 850.

Administrative:

- A summary of the AT&T internet outage:
 - Lasted 23 days
 - We are currently seeking a credit for missing services for the outage
 - AT&T to date has made no acknowledgement of their failure to act or their mishandling of the situation other than to apologize for our inconvenience.
 - We did see a decrease of foot traffic of about 3,700 people, most of which I credit towards the outage.
 - We experienced a drop of about:

- 1,000 computer users
- 1,700 Wi-Fi users
- 1,300 print jobs (estimated \$700 loss of revenue)
- 100 fax transmissions (estimated \$100 loss of revenue)
- This month, Tippi Price, our Customer Services Department Head, was appointed to the Board of Directors of the Oak Lawn Municipal Employees Credit Union.
- As the Emergency Procedures Working Group continues its work on the special situations, we also still have to work on the Disaster Plan. In July, Jeanne Mueller and I went to the LIRA meeting in Rolling Meadows, where we sat in a session with ACR (ACRrestores.com) a company of out Wheeling that specializes in helping businesses in times of disaster and the need for property restoration. I have since been in contact with them with assistance in our plan. They will come out and inspect our property, making detailed notes of our building blueprints and systems. We will work together on a listing of our existing contracted vendors as well as those vendors we may need in the event of any disaster or need that we don't know about. Then we share the plan, we have a copy and they keep a copy. In the event of any emergency, I call them at their 24/7 number, and they immediately send someone out to assess the situation, correlate with police/fire officials, then move to secure the property and prevent any further losses. They will also work with our insurance carriers to facilitate approval for payments for services related to the incident. There is no cost to prepare the plan, they only send us a bill for services if we call them in the event of an emergency. Just like a lawyer, you are paying them for their knowledge and professional experience to represent the library in the event they are needed. I admit that while I have learned a tremendous amount about this property during my time here, I do not have the expertise to know every possible service and contact based on what could happen or problems that we may possibly face when needing to protect the building, its systems and its contents from a disaster or events immediately following one. I am very excited about working with them, because one thing that resonates with me more and more over time is that, "you don't know what you don't know."

Friends of the Library Report

July 11, 2024

- **Library Director:** The library's internet and phone services, provided by AT&T, have been down since July 3. The library will be closed Friday, August 2 for an in-service training day. The Village's Cook Avenue resurfacing project has been rescheduled to next year.
- **Bookstore:** Arrangements with ThriftBooks have fallen through, so another, third outfit is being sought to take unsellable materials
- **Discussion Group:** Future discussions will be on an Agatha Christie short story and the novel "Lessons in Chemistry."
- **Membership Committee:** currently have 211 members. Possibility increasing membership dues and adding tiered membership levels.

- Volunteer Thank You Luncheon: Is set for Thursday, September 5, 2024. The Board agreed to hold it at Palermo's on 95th again.
- Library Liaison: another vacancy in the Content Coordinator position has slowed down the flow of the library's social media reach.
- Discussion Group: There were high praises for a repeated short story, and 18 people attended the book group meeting for "The Age of Miracles." Future discussions will be on an Agatha Christie short story and the novel "Lessons in Chemistry."
- Membership Committee: shared that we have 211 members. They will work on updating the Friends' tri-fold brochure. Possibility of increasing membership dues and adding tiered membership levels. Also, the optional \$5 fee for delivery of the library's quarterly KNOW NOW newsletter to non-resident members does not cover the costs to mail it. Any dues changes would need to be added to a revision of our bylaws in June 2025.
- A Bylaws Subcommittee was formed. They will gather revisions to present to the Board of Directors. The final draft will later be put to a vote by the members present at the Friends' 2025 Annual Meeting.
- Beverly Theatre Guild is able to offer discounted tickets to members of the Friends of the Library. Enrique Reyes will also pass along this discounted ticket offer to Tippi Price, who plans the Friends' bus trips. Linda Atkins noted that the Friends' Board has not been approached prior to the booking of recent Friends Trips to provide advance approval, this is especially concerning since the Friends may ultimately be responsible for covering financial losses.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

Powering the Holidays Program:

The Village reached out to Ms. Williams to write a support letter in regards to their application to a grant for their Santa on the Green event. A copy of the memo was included in the board packet.

Working Group Reports

The website working group is comparing dates in September to schedule their next meeting.

OLPL Evacuation Procedures

An Administrative Regulation was created with the most current Evacuation Procedures. AR 6050 Evacuation Procedures can be found in every department in a physical binder and digitally in each employee's online Paylocity portal, as well as the library's shared staff storage drive.

BP 4.3 Non-Resident Fees Policy

Every year the Board is required to review the non-resident fee policy. Ms. Williams explained how the State instructs us to determine the minimum price to charge or a non-resident card.

NEW BUSINESS/ACTION ITEMS

Approve Resolution #24-2 for the Release of Select Executive Session Minutes

MOTION: Made by Ms. Brightmore, seconded by Ms. McCarthy: To Approve Resolution #24-2 for the Release of Select Executive Session Minutes. 5 Ayes, 0 Nays, 2 Absent. Motion Passed.

Approve the Destruction of Select Verbatim Recordings

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve the Destruction of All Verbatim Records of closed meetings dated February 20, 2023 or older. Motion passed by unanimous voice vote.

Approve Revision of BP 3.1 Purchasing Policy

MOTION: Made by Ms. McCarthy, seconded by Ms. Brightmore: To Approve Revision of BP 3.1 Purchasing Policy. 5 Ayes, 0 Nays, 2 Absent. Motion Passed.

Approve Revision of BP 4.1 Fines and Fees

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve Revision of BP 4.1 Fines and Fees. Motion passed by unanimous voice vote.

Approve Revision of BP 3.2 Meeting Rooms

MOTION: Made by Ms. Brightmore, seconded by Ms. McCarthy: To Approve Revision of BP 3.2 Meeting Rooms. Motion passed by unanimous voice vote.

Approve Joining the Connect Oak Lawn Program

MOTION: Made by Mr. Skibinski, seconded by Ms. McCarthy: To Approve Joining the Connect Oak Lawn Program. 5 Ayes, 0 Nays, 2 Absent. Motion Passed.

ADJOURNMENT

MOTION: Made by Mr. Skibinski, seconded by Ms. McCarthy: To Adjourn the Oak Lawn Public Library Board Meeting 8:11 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President

Kimberly D. Brighton

John "Sean" Kelly, Secretary

secretary pro-tem