

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, October 15, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, October 15, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:45 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Mr. Kelly, Ms. McCarthy, Ms. McDermott, Mr. O'Donnell (6:53 pm), Ms. O'Keefe and Mr. Skibinski (6:49 pm)

Visitors Present: Carla Williams, Local 736, Linda Mary Marynowski

Staff Present: Kate Donely, Programming Librarian; Matt Baldwin, Computer Tech; Amy Rupsch, Youth Services Associate; Mary Donovan, Youth Services Librarian, Gale Harris, Youth Services Assistant

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Ms. Donley spoke about the budget and asked that it be approved. Ms. Donley did state that she is an Oak Lawn resident and that last year the library didn't get a levy increase and her taxes didn't change.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, September 17, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34790-34846 for \$200,294.54 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

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

Victoria Zart has been hired as a part-time, Teen Assistant, in the Adult Young Adult Services Department effective 09/16/24.

- **CHANGES** - The following changes took place during the month:

Magan Bertetto, has accepted the position of Customer Services Assistant in the Customer Services Department effective 09/16/24.

- **DEPARTURES** – The following departures took place during the month:

No activity this month.

POLICY REVIEW

There were no changes to the following policies.

BP 1.2	Collection Management
BP 1.2A	Reconsideration Form
BP 1.2B	Library Bill of Rights
BP 1.2C	Freedom to Read Statement
BP 1.2D	Freedom to View Statement
BP 3.17	Security Awareness and Acceptable Use Policy
BP 4.5	Unattended Children
BP 4.12	Access to Electronic Information
BP 4.16	Rules of Conduct
BP 4.17	Opioid Antagonist Policy
BP 5.1	Personnel Policy

END OF THE CONSENT AGENDA

MOTION: Made by Ms. O’Keefe, seconded by Ms. Brightmore: To Approve the Consent Agenda items 5-8 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 September 2024, we would normally be at 75% through the budget; expenses are currently at 62.76%. We have received 96.83% of our funding from property taxes.

MOTION: Made by Ms. Brightmore, seconded by Ms. O'Keefe: 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:

September 2024 Statistics highlights:

- Physical circulations were at 24,733, an approximately 3,000 decrease from August.
- Digital circulations were at 6,897 about a 200 increase over August.
- Gate counts for were at 15,427 a decrease of 2,200 which we attribute to being closed one holiday and the effect of Fall on the Green which was closure days and lack of patron parking
- There were 118 programs recorded in September, with 3,668 people participating.

Building & Grounds:

- Lobby Project update: The shelving is ordered and expected mid-November. We are scheduling the installation of the internal security camera. I am waiting on an anticipated arrival date of the counters/workstations for the room which are coming from a different vendor than the shelving.
- The display cabinet arrived and is in place in the area between the lobby and youth. During October it will display the raffle prizes for Trick-or-Treat, and beginning in November, it will be an alternative display space for local history.
- One of the 2nd floor windows on the north side of the building was vandalized on 10-7-24. The outer pane of the double plane window broke when someone threw a large rock at it. Cameras did not catch any image of movement or suspicious persons/activity, so it's possible they were beyond the grass area or too far out of camera reach into the Village Green to pick-up. Apex Windows came out on the afternoon of this written report, but as of this submission I have not received the written quote yet. I anticipate having it by the time the Board meets in person.

Events/Happenings:

- Despite a rainy Saturday, OLPL hosted outdoors the family Touch-a-Truck program. We had vehicles from Oak Lawn Police, Fire, and Public Works, as well

as the US Army, JDog Junk Removal, Ozinga and more! 308 children and families attended this morning event.

- The Tiny Art Show was held at OLPL again this year. It expanded from 96 entries last year to 150 this year. Besides wide community participation and attendance at the winner's event, we had 16 staff members participate, 2 of which won prizes in the contest! It was really great to see so many staff take part.
- Early Voting begins at OLPL on Monday Oct 21st and runs until Monday Nov 4th.
- Our Trick-or-Treat event will be Sunday October 27th from 11am to 2pm. I have commitments from 10 local vendors to participate. I have another 2 weeks to accept vendors.
- On Wed Nov 6th at 6:30pm we are offering the program HR Check-Up for Small Business Employers in Meeting Room A.
- Sunday Nov 10th we are presenting a Polka Party with Eddie Korosa at 1pm.
- Saturday Nov 16th we will be presenting multiple afternoon programs with a Sherlock Holmes theme. At 12:30 it's How to Write a Sherlock Holmes Story, at 1:30pm it's The Collectors' Guide to Sherlock Holmes, and at 3pm it's The Enduring Charms of Sherlock Holmes.

Administrative:

- On 10-9-24, Jeanne Mueller, Kevin Powers and I attended an all-day seminar on Worker's Comp. the completion certificate can be found immediately following this report.
- At the Action Items portion of the agenda I have submitted the Operating, Capital Reserve and Savings/Working Cash Budgets for 2025.

Friends of the Library Report

August 1, 2024

- Library Director: library closures: August 2 - Staff Inservice training day, September 2 - Labor Day, and September 6-7, Village's fall music festival. Sunday hours will resume on October 6. A recent elevator repair was required after donated books fell down the shaft, so extra care was requested to prevent future accidents. Carol also gave an update on the progress of the drive-up window and workroom. The new shelving order is under review to address unexpected higher costs. Customer Service staff will be at the Friends' October meeting to create procedures for booking future Friends trips.
- Funding Request: Local History Librarian Tom Javorcic explained how mannequins could aid in displaying clothing in the Local History exhibit area. The purchase of four, grey, life-size mannequins would cost \$537.11.
Programming Librarian Kate Donley shared the first two bookings of the Sunday With Friends 2024-2025 series: Mariachis in September and Polka in October in the amount of \$1,225.00.
- Bookstore: a combined total of \$2,417.67 was collected during June and July 2024.
- Discussion Group: the reception of recent titles was recounted, shared upcoming reads and invited those present to "come and have fun."
- Membership Committee: membership renewal materials will be mailed in mid-October.

- Library Liaison: Enrique Reyes provided an update on the library's recent internet service difficulties, outlined the steps needed to get the Friends' discussion group materials to the necessary library staff, and shared the next library newsletter deadline (end of September) for inclusion of a Friends membership form.
- Annual Volunteer Thank You Lunch: September 5th, reservations for 25 people at Palermo's on 95th will begin at 11:30 am, along with a \$25 gift card for each attendee (or a \$10 item and \$15 gift card).

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

- Business Showcase & Fall Craft Show – October 19, 2024 at Oak Lawn Community High School From 10:00 a.m. – 3:00 p.m.

Working Group Reports

Website working group

- Ms. McDermott stated the committee is reviewing other websites to see how they're organized and who is hosting their sites.
- Looking into setting up a demo of LibraryWebsite as a possible vendor for creating our new website.

OLPL in the News - newspaper articles highlighted

- Early Voting Site Moves To Oak Lawn Library For Presidential Election

NEW BUSINESS/ACTION ITEMS

Approve 2025 Tax Levy and General Fund Operating Budget

MOTION: Made by Mr. O'Donnell, seconded by Mr. Skibinski: To Table the Approval for the 2025 Tax Levy and General Fund Operating Budget until next month. Unanimous by voice vote.

Approve 2025 Capital Reserve Fund Budget

MOTION: Made by Mr. O'Donnell, seconded by Mr. Skibinski: To Table the Approval for the 2025 Capital Reserve Fund Budget until next month. Unanimous by voice vote.

Approve 2025 Saving/Working Cash Budget

MOTION: Made by Mr. O'Donnell, seconded by Mr. Skibinski: To Table the Approval for the 2025 Saving/Working Cash Budget until next month. Unanimous by voice vote.

ADJOURNMENT

MOTION: Made by Mr. O'Donnell, seconded by Ms. Brightmore: To Adjourn the Oak Lawn Public Library Board Meeting 8:28 p.m. Motion passed by unanimous voice vote.

A handwritten signature in dark ink, appearing to read "Kate McDermott", written over a horizontal line.

Kate McDermott, President

A handwritten signature in dark ink, appearing to read "Sean Kelly", written over a horizontal line.

John "Sean" Kelly, Secretary

Recorded by: Jennifer McWilliams – OLPL Executive Secretary