

**MINUTES**  
**OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Regular Meeting, December 16, 2025 at 6:45 p.m.**

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, December 16, 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  
Mr. Schwarzkopf and Mr. Skibinski (6:51 p.m.)

Trustees Absent: none

Staff Present: Ms. Williams, Director; Mr. Reyes, Marketing Manager and Ms.  
McWilliams, Executive Secretary

Visitors: Carla Williams, AFSCME Local 736

**PLEDGE OF ALLEGIANCE**

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

**MARKETING PRESENTATION**

A presentation showcasing the new Oak Lawn Public Library website was given by Mr. Reyes.

**COMMUNICATIONS/CITIZEN/STAFF COMMENTS**

Ms. Brightmore read a thank you card from Faith in Action for the food donations collected by staff and patrons.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

Regular Meeting, November 18, 2025

**BILLS AND INVOICES**

Payment of bills and invoices for general obligations as represented by checks numbered 40225-40276 for \$140,429.70 as presented.

Report of the voided checks as presented.

**REPORT OF THE DIRECTOR - Personnel Changes**

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

No activity this month

**POLICY REVIEW**

No revisions were made to the following policies.

- BP 2.7 Conferences and Memberships for Trustees
- BP 3.13 Surplus Property
- BP 4.14 Photographing and Videotaping in the Library
- BP 5.6 Staff Association
- BP 5.7 Harassment

## **END OF THE CONSENT AGENDA**

**MOTION:** Made by Ms. McDermott, seconded by Mr. Skibinski: To Approve the Consent Agenda items 6-9D as amended. Motion passed by unanimous voice vote.

## **FINANCIAL REPORTS**

Ms. Williams presented the Financial Reports.

By the end of November 2025, we would normally be at 91.67% through the budget; we received 55.23% of our revenue and our expenditures are currently at 84.92%.

**MOTION:** Made by Mr. Schwarzkopf, seconded by Ms. McCarthy: To Accept the Financial Reports as presented.

## **ROLL CALL VOTE:**

Aye: Brightmore, Mallo, McCarthy, McDermott, O'Keefe, Schwarzkopf, Skibinski  
Motion Passed.

## **REPORT OF THE DIRECTOR**

Narrative and Statistical Report

Ms. Williams submitted the monthly reports.

### **Oak Lawn Community Library Foundation**

The August 21, 2025 meeting minutes were submitted.

### **Friends of the Oak Lawn Library Report**

The October 2, 2025 meeting minutes were submitted.

## **OLD BUSINESS/DISCUSSION ITEMS**

### **Village and Community Info**

Oak Lawn Chamber of Commerce Installation Dinner will be held at the Oak Lawn Hilton, Friday, January 30, 2026 at 6 p.m.

### **Working Group Reports**

No activity this month

### **OLPL in the News**

Several newspaper articles were provided for viewing

## **NEW BUSINESS/ACTION ITEMS**

### **Approve 2025 Staff Bonuses**

**MOTION:** Made by Ms. McCarthy: To Approve 2025 Staff Bonuses.

**MOTION:** Made by Ms. McDermott, seconded by Mr. Schwarzkopf: To Amend Previous Motion to Approve a Staff GIFT in the amount of \$14, 200 as amended.

**ROLL CALL VOTE:**

Aye: Brightmore, Mallo, McCarthy, McDermott, O'Keefe, Schwarzkopf  
Absent: Skibinski  
Amended motion passed.

**EXECUTIVE SESSION – Personnel Matter [§120/2c(1)]**

**MOTION:** Made by Mr. Skibinski, seconded by Ms. McDermott: To go into Executive Session to Discuss Personnel Matters [§120/2c(1)] at 9:18 p.m.

**ROLL CALL VOTE:**

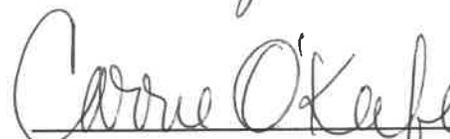
Aye: Brightmore, Mallo, McCarthy, McDermott, O'Keefe, Schwarzkopf, Skibinski  
Motion passed.

The meeting reconvened out of Executive Session at 9:20 p.m.

**ADJOURNMENT**

**MOTION:** Made by Ms. McCarthy, seconded by Ms. McDermott: To Adjourn the Oak Lawn Public Library Board Meeting 9:23 p.m. Motion passed by unanimous voice vote.

  
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Kim Brightmore, President

  
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Carrie O'Keefe, Secretary

