

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting, December 17, 2024 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, December 17, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:46 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore (6:50 p.m.), Mr. Kelly, Ms. McCarthy, Ms. McDermott, Mr. O'Donnell, and Mr. Skibinski (6:47 p.m.)

Trustees Absent: Ms. O'Keefe

Visitors Present: Linda Marynowski

Staff Present: 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. McDermott read an email from Ben Alonzo regarding the 1st amendment auditor recording in the children's section of the library.
- Ms. McDermott read an email from Terrell regarding the 1st amendment audit and how well Ms. Williams handled the situation.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, November 19, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34908-34961 for \$413,075.30 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

PERSONNEL – During the month of November 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:

Alexander Ewell has accepted the position of Marketing Associate in the Administration Department, effective 11/01/24.

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

Gisselle Soriano, Adult Young Adult Page, of the Adult Young Adult Services Department, ended employment 11/16/24.

Kathleen O’Leary, Genealogy Librarian, of the Adult Young Adult Services Department, ended employment 11/27/24.

POLICY REVIEW

There were no changes 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 Mr. Skibinski, 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 November 2024, we would normally be at 91.67% through the budget; expenses are currently at 78.01%.

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell 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:

November 2024 Statistics highlights:

- We were closed two weekdays during November.
- Physical circulations were at 25,505, a decrease of about 1,500 items from October.
- Digital circulations were at 6,802 relatively steady from October.
- Gate counts for were at 25,280 for November. There were still 4 days of early voting that affected gate counts which account for 3,942 individuals during those four days. But as a comparison, gate counts for November 2023 were 16,308, which shows over overall increase over last year was almost 9,000 people—up 5,000 if you do not count the election year voters.
- There were 122 programs recorded in November, with 3,528 people participating.

Building & Grounds:

- Lobby Project Phase 1 update: I met personally with a representative from LFI, the shelving supplier. Our order is ready to deliver but we are now trying to coordinate 3 different organization's schedules to get this shelving installed. As it looks right now, On Dec 26th and 27th, myself and available staff will be shifting the AV materials to tables in the lower level. On Monday Dec 30th, the construction company will come back and disassemble the old shelving and remove them from the building. We are closed the 31st and the 1st. Then Jan 2nd & 3rd LFI will install the new shelves. As soon as shelves are in place, staff can begin returning materials to the standing shelves. Tired of delays for the counters and cabinetry for the workroom, I decided instead of having custom workspaces for the room manufactured, I ordered stock furniture to move the project towards completion. This cut the time from weeks or months to literally a week from order to installation and the cost was less than half the price.
- Lobby Project Phase 2: For the café/programming room remodel I have met with twice. We are still running through needs for the space vs wants. One thing that will be required no matter the choices is that we will have to add an exterior emergency exit door to the room. Code indicates that rooms with a capacity above 50 people have a 2nd exit.

Events/Happenings:

- On Saturday Dec 7th from 12 to 3pm the day of the Village's Santa on the Green the library presented Santa's Christmas Café. Originally meant to coincide with the Village event, due to a Village scheduling change, our event started first, then the Village event ran from 2pm to 5pm. We recorded an attendance of 188 people, and visitors were even treated to a visit from "Elfie" portrayed by our very own Trustee, Kate McDermott.
- Youth Services held their annual Gingerbread House contest for children. This year there were 15 entries. They are all very creative and fun. The entries will be on display in Youth Services until Dec 19th. I encourage all the Board to take a walk through and view them before their creators take them home.
- The library will be closed for the Christmas holiday on Tuesday Dec 24th and Wednesday Dec 25th and for the New Year's holiday on Tuesday Dec 31st and Wednesday Jan 1st.

Administrative:

- The past few months I have been spending extra time with the management team both individually and as a group. We have revised and reviewed forms for discipline and Performance Review Plans. We also have spent time doing a training on employee annual performance reviews and I have provided additional resources to improve their documentation and feedback processes for and with their staff. Our management team is a mix of seasoned and newer managers and discussion has been extremely helpful and everyone is learning new things to implement.
- The Board asked some specific questions last month regarding the Meeting Room software:
 - Can we add a person to contact on the website for meeting room reservations?
 - Yes, this has been done. A new Marketing Assistant who coordinates the reservations was hired in late October and her information has been added to several pages.
 - Can we add information about calling for assistance?
 - Yes, as described above, this has been done. Note: the meeting room software must be filled out by the patron to enter the system. The Marketing Assistant can possibly walk them through the form on the phone, but cannot enter the information for them through the staff side of the software.
 - Can the statistics tell us how often all four meeting rooms are in use simultaneously?
 - No.
 - Can the software handle a tiered system of reservations with different time periods?
 - The software is already set up in a tiered system. One tier is a Staff Tier for internal use, a public Meeting Room Tier for Lower

level meeting rooms and a public Study Room Tier for 2nd floor meeting rooms. Each of these tiers has specific parameters based on the users and rules. The software currently does not have the ability to divide an existing tier into multiple option levels.

- Can we allow walk-ins for meeting room use, even to a limited extent?
 - I have repeatedly expressed my opinion on this matter. Study Rooms on the 2nd floor *are* designed for walk-in or make ahead reservations. That is the purpose for those spaces. Meeting Rooms are larger more complex spaces that require staff involvement, furniture, and electronics. The fact that a patron claims they aren't interested in the computer and projector or that they don't need any furniture does not negate the fact that those items exist in the rooms, and must be taken into account. Weekly Meeting Room schedules are printed and distributed to key staff responsible for monitoring and maintaining the rooms and their contents. Just because a room is dark when looking through the window does not mean that it isn't reserved for a specific reason or that it is free to use. As the Director, the person responsible for making the day-to-day administrative decisions of the business operations of this library, I must emphasize that we have rules and guidelines for operational reasons. There will always be someone who wants something more than the rules allow. But for every one of those people, there are 100 who respect our rules and rights to set those rules for our organization and who are appreciative for the services and opportunities we provide.
- Last month at our Board meeting I mentioned that earlier that day we had a First Amendment Auditor visit the library. The very next day, the Auditor posted his video to his YouTube Channel. Board members were sent the link if they were interested in viewing. The remainder of that week, the library was slammed with phone calls and emails concerning this video. Each public desk received numerous calls, as well as many direct to my extension. Not one of the calls I am aware of are from a local person—they are from everywhere else around the country. The majority the I received directly were positive. Calls made to the public desks were not always nice and staff were very disturbed by them.

I wanted you all to know that I was very aware of the laws prior to this event and during my interaction with the individual. I knew he has every legal right to film inside the building, even in Youth Services. None of us have the right to even attempt to stop him from doing so in a public area. In a very timely coincidence, there was an article printed in the December 2024 issue of the ILA Reporter entitled, *Keep Calm and Carry On: First Amendment Audits at Your Library*. I have included a copy of this article immediately following this report.

Ms. Brightmore checked on some surrounding libraries to see where we fell in terms with our meeting room policy.

- Evergreen Park Public Library – no more than 3 months in advance and requires 48 hours for approval of the application
- Palos Park Public Library – at least 2 days prior to the meeting day
- Alsip - Merrionette Park Library – 14 days prior to the requested date
- Chicago Public Libraries – 7 days (the same at OLPL)
- Orland Park Public Library – can reserve it up to 2 months in advance, but no less than 10 days

Ms. Brightmore explained that Evergreen Park and Palos Park Public Libraries that require 48 hours for approval are smaller libraries with only 2 small meeting rooms. Oak Lawn has multiple rooms that are larger and that have sophisticated technology.

Friends of the Library Report

November 7, 2024

- Library Director: A total of 13,563 residents did their early voting at the library; Thanksgiving closings will include November 28 and 29; Enrique is now training a new Marketing Assistant and Marketing Associate, which means that his department is finally fully-staffed; the Sunday with Friends Polka Party concert is set for November 10; and Saturday, November 16 will be Sherlock Holmes Day, with a plethora of public programs.
- Bookstore: a total of \$1,554.60 was collected during October 2024
- Discussion Group: attendance remains satisfactory, and described the process of selecting reading materials, their acquisition and program publicity.
- Membership Committee: a near 50% response rate to the October 17 membership renewal mailing was reported. For the first time, this mailing included a self-addressed return envelope. Occasionally, members include a donation. Recently, \$100 was received. The Friends membership form will be featured in the library's next newsletter.
- Ad Hoc Bylaws: Over the course of three meetings, they have reviewed the entire document. After the next meeting in November, a draft should soon be ready for review by the entire Board of Directors in the coming months.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

No activity this month.

Working Group Reports

No activity this month.

Review of 2024 Illinois State Standards

Discussed 2024 Annual Illinois Standards Review, we meet or exceed all requirements.

Preparation for Director's Evaluation

Ms. Williams handed out packets to the Board Trustees to be reviewed. An executive session will follow the regular January board meeting to discuss the Director's Performance Evaluation.

NEW BUSINESS/ACTION ITEMS

Approve Of 2025 Closures

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve 2025 Closures. Motion passed by unanimous vote.

Approve 2025 Salary and Step Increases

MOTION: Made by Ms. McCarthy, seconded by Mr. Skibinski: To Approve 2025 Salary and Step Increases. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

Approve 2025 Salary Schedule

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve 2025 Salary Schedule. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

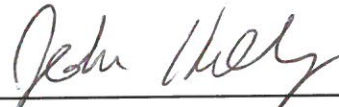
Approve Resolution 24-3 Authorization to Abolish the Existing Working Cash Fund

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve Resolution 24-3 Authorization to Abolish the Existing Working Cash Fund. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

ADJOURNMENT

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Adjourn the Oak Lawn Public Library Board Meeting at 7:36 p.m. Motion passed by unanimous voice vote.


Kate McDermott, President



John "Sean" Kelly, Secretary

Recorded by: Jennifer McWilliams – OLPL Executive Secretary