

## **MINUTES OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES**

Regular Meeting, May 16, 2023 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday May 16, 2023 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:45 p.m.

Ms. Brightmore will act as pro-tem secretary in the absence of Mr. Kelly.

### **ROLL CALL**

Trustees Present: Ms. Brightmore, McCarthy, Ms. McDermott, Mr. O'Donnell, Ms. O'Keefe and Mr. Skibinski

Trustees Absent: Mr. Kelly

Staff Present: Ms. Williams, Director; Ms. Mueller, Business & Personnel Manager; Mr. Javorcic, Marketing Manager; Ms. O'Leary, Librarian in Adult/Young Adult Services; and Ms. McWilliams, Executive Secretary

Visitors Present: David Dorn, Karen Jilek, Marla Lerner-Skibinski, Mike Hastings, and Celeste Brown

### **PLEDGE OF ALLEGIANCE**

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

### **COMMUNICATIONS/CITIZEN/STAFF COMMENTS**

Ms. McDermott read a thank you letter to Peter Panos, from Director Williams, for his book donation to the Oak Lawn Public Library. Peter collected over 1000 books for his Eagle Scout project.

### **FRIENDS OF THE LIBRARY**

Celeste Brown, President of the Friends of the Library gave an overview of the Friends of the Oak Lawn Public Library.

### **CONSENT AGENDA**

Last month we did hold a public meeting, but we did not have a quorum. This month's consent agenda will include information for both March and April to vote on for this meeting.

Under number 12 "Policies up for Review", there's a little mislabeling, letter A should be labeled April and letter B should be labeled May.

### **APPROVAL OF MINUTES**

Regular Meeting, March 21, 2023

Regular Meeting, April 18, 2023

The minutes as presented.

### **BILLS AND INVOICES**

Payment of bills and invoices for general obligations as represented by checks numbered:

**March:** 33748-33800 for \$95,230.08 and **April:** 33801-33875 for \$155,646.99 as presented.

Report of the voided checks as presented.

### **REPORT OF THE DIRECTOR**

#### **Personal Changes**

### **PERSONNEL**

During the month of March 2023, the following staff activities took place:

- **APPOINTMENTS** – The following changes took place during the month:
  - April Steadman, has been hired as a Part-Time, Level 2 (24 hours per week), Customer Service Assistant, Grade III, in the Customer Services Department, effective 2/1/23.
  - Gina Colapietro, has been hired as a Part-time, Level 1 (16 hours per week), Customer Service Assistant, Grade III, in the Customer Services Department, effective 2/1/23.
  - Aaron Horner has been hired as a Full-time, Non-Exempt, Financial Assistant, Grade VII, in the Administrative Services Department, effective 02/13/23.
- **CHANGES** - The following changes took place during the month:
  - Matthew A. Heeney, Computer Center Assistant, Level 1, Grade III, of the Technical Services Department, Computer Center, will be relinquishing his position to accept the position of Computer Assistant, Level 2, 20

hours per week, Grade III in the Technical Services Department, Computer Center Effective 02/01/23.

- Morgan Martlink, Computer Center Assistant, Level 1, Grade III, of the Technical Services Department, Computer Center, will be relinquishing her position to accept the position of Computer Assistant, Level 2, 20 hours per week, Grade III in the Technical Services Department, Computer Center Effective 02/01/23.
- Ryan Biondic, Computer Center Assistant, Level 1, Grade III, of the Technical Services Department, Computer Center, will be relinquishing his position to accept the position of Computer Assistant, Level 2, 20 hours per week, Grade III in the Technical Services Department, Computer Center Effective 02/01/23.
- **DEPARTURES** – The following departures took place during the month:
  - Mary Bobich, Part-time, Level 2, Computer Center Assistant, Grade III, of the Technical Services Department, Computer Center, has resigned from her position effective 02/26/23.

During the month of April 2023, 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:
  - Monika Fudali, Adult Young Adult Services Associate, Part-time, Level 1, Grade VI, of the Adult Young Adult Services Department, will be relinquishing her position to accept the position of Adult Young Adult Services Associate, Level 2, 24 hours per week, Grade VI, in the Adult Young Adult Services Department, effective 03/04/23.
- **DEPARTURES** – The following departures took place during the month:
  - Areeg Jibrin, Part-time, Level 2, Non-Exempt, Adult Young Adult services Associate, Grade VI, of the Adult Young Adult Services Department, has resigned from her position effective 03/03/23.
  - Alvin Dantes, Full-time, Exempt, Assistant Department Head, Grade XI, of the Technical Services Department, has resigned from his position effective 03/15/23.

## Oak Lawn Public Library Friends Report

### 3/2/23 meeting

- **Financials:** Barb Kriede asked that the Friends Board consider providing a monetary donation to the Oak Lawn Garden Club, as they will not be holding a Garden Walk this year, their biggest fundraiser. Each year, numerous Garden Club members donate their time for the annual flower plantings on library grounds. After a discussion, the consensus was to extend the idea of the Garden Club making a public presentation at the library this summer, which would be sponsored and funded by the Friends.
- **Director:** Library Director, Carol Williams reviewed future closing dates for a Staff In-service Day and the Easter holiday. She then described two upcoming Super Seniors Motor Events, scheduled to take place on March 11 and May 20. Carol also shared the attendance counts from the latest Sunday With Friends Concerts (Dec=62, Jan=60, Feb=87) and Friends movie screenings (Dec=12, Jan=35, Feb=11).
- **Bookstore:** Bookstore Chair Carole Onwiler announced that \$1,341.17 was collected during February 2023. There is now, once again, a specific section for Young Adult titles in the bookstore. Carol Williams recounted a submission to the library's public opinion notebook, authored by teens from Richards High School, which sang high praises of a Bookstore volunteer who works on Wednesdays. In their own words, "She's the bomb!"
- **Discussion Group:** Discussion Group Chair Jan Paris shared impressions from recent meetings and named upcoming titles.
- **Membership:** Membership renewals continue to trickle in. The addition of new membership perks was brought up, but no ideas were gathered. During late April, all Friends members will receive the annual spring letter, which provides a news update and invitation to the Friends Annual Meeting, set for Thursday, June 1.

### 4/6/23 meeting

- **Financials:** Treasurer Barbara Kreide was not present. Tom Javorcic shared that the balance stands at \$51,000.
- **Director:** Library Director, Carol Williams was also not present, but a report had been submitted. It mentioned the success of Celeste Browns' travelogue program, the library's Easter Sunday closing on April 9, the upcoming annual Fan

Fest on May 6, and a forthcoming funding request for a public program presented by the Oak Lawn Garden Club this summer.

- **Gift Request:** YS Department Head Jen Abler and YS Programming Librarian Mary Donovan presented a gift request for the 2023 Summer Reading Program kick-off and closing parties. A 45-minute, outdoor performance by Ballet Folklorico de Chicago will be held on Saturday, June 10. Since the Friends Gift Guidelines do not allow funding for food, the YS request for Mexican ice pops would not be considered. To close out the Summer Reading Program, the highly popular Dave DiNaso's Traveling World of Reptiles will return on Tuesday, August 1. A motion to approve the combined total of \$825 for the Mexican folk dancing group and reptile show was made by Carole Nesbitt, seconded by Celeste Brown, and approved unanimously. The Friends Board of Directors will review the current Gift Request Guidelines at a future date.
- **Bookstore:** Bookstore Chair Carole Onwiler was not present. No report.
- **Discussion Group:** Discussion Group Chair Jan Paris named upcoming titles and explained how the reading selections are often the recommendations of regular participants.
- **Membership:** Tom Javorcic mentioned that membership efforts would benefit from the involvement of more people.
- **Annual Meeting:** Plans for the Friends Annual Meeting on Thursday, June 1 are in the works. Celeste Brown and Linda Atkins will meet soon to shore up the details. Celeste plans to create one-of-a-kind, book-folding art centerpieces, which will also serve as prizes for attendees.

## **Foundation Report**

March - No activity this month

April – 3/23/23 meeting

The purpose of the meeting was to meet and welcome Kaye Jansen and explain to her how the Foundation has traditionally supported and generously funded Local History exhibits and projects over the years. The in-person meeting was suggested by Ted who felt that it would make for a warmer and more personal meet-and-greet.

Members Bob Thompson, Carole Onwiler and Ted Gasteyer each recounted their longtime involvement support of the Library, their membership on the Foundation board, and outlined a variety of community projects over the years.



Kaye Jansen then introduced herself, provided the board with her background and interest in archiving and local history, and touched upon a few ideas she has for upcoming exhibits. The board was very enthused and encouraged Kaye to pursue her ideas with the understanding that she has the financial support she needs.

### **Community Service Report**

#### March

No activity this month

#### April

Mr. Patton's report included that the Library accepted one peer jury candidate for the month of March. The volunteer served the library and finished her 10 hours of community service on March 30, 2023.

### **POLICY REVIEW**

#### April

There were no changes made to the following policies.

BP 2.10	Library Board – Director Relationship
BP 3.5	Art Gallery
BP 3.15	Smoke-Free Environment
BP 3.16	Identity Protection
BP 3.19	Reserve Cash
BP 5.5	Software and Electronic Resources

#### May

No policies up for review this month.

### **END OF THE CONSENT AGENDA**

MOTION: Made by Mr. O'Donnell, seconded by Ms. Brightmore: To Approve the Consent Agenda items 6-12 as amended. Motion passed by unanimous voice vote.

### **FINANCIAL REPORTS**

#### **Budget Funds Reports**

Ms. Williams presented the General Fund and Building Fund Reports.

As with the consent agenda, you have two months' worth here as well.

For the month ending April, we would normally show our expenditures at 33.3 %, we are actually 26.78%. Our spending is still maintaining under what the average is. Property taxes are continuing to come in. We have not yet spent any of the Building Fund budget.

**MOTION:** Made by O'Donnell seconded by Ms. Brightmore: To Accept the Financial Reports for March and April 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:**

April 2023 Statistics highlights

- Physical circulations were at 28,723, a decrease of 3,354 from March. We traditionally see a drop from March to April.
- Digital circulations were at 5,679, down 40 items from March
- Gate counts for were at 16,693 down 1,344 from March
- There were 135 programs recorded in April with 3,378 people participating

#### **Building & Grounds:**

- The Garden Club will be working on the spring planting at the end of May and possibly into the beginning of June.
- In Youth Services, we replaced one of the large windows facing 95<sup>th</sup> Street that are on the semi-circle around the tree (Southeast section near the play area). The window's seal went bad and for quite some time the window had moisture between the glass and it had become discolored and unsightly.
- Also in the semi-circle on the 95<sup>th</sup> Street side of the building, the 1<sup>st</sup> and 2<sup>nd</sup> floor windows on the Southwest corner (this would be the Quiet Study Room on the 2<sup>nd</sup> floor and the Youth Programming Room on the 1<sup>st</sup> Floor) received a new exterior wet-seal. Upon inspection we found that multiple exterior seals on this section of windows had eroded away, allowing wind and water to make their way through the frames. This is common as the materials deteriorate with age and extreme weather exposure.

#### **Events/Happenings:**

- The library attended the Sward School Craft Fair and spoke with 139 people and signed up 6 new library cards.
- Saturday May 6<sup>th</sup> FanFest was a great success. We counted 627 people who came to the Welcome Table and received the FanFest welcome bag and materials. There were programs happening all throughout the day and these numbers will be reflected in next month's programming stats, but the program with the highest attendance was the Smarty Pants Balloon Show which had 205 children and parents attend. There was also an after-hours program at 6pm held at Cork & Bean, which had an attendance of 22.

- A reminder that the Library begins the Sunday Summer Closures on Sunday May 28<sup>th</sup>. We will reopen on Sundays on October 1<sup>st</sup>.
- The Library will be closed Monday May 29<sup>th</sup> for the Memorial Day holiday.
- Summer Reading's theme this year is Find Your Voice. It begins June 1 and runs until August 1.
- Saturday June 10<sup>th</sup> at 11am we will be presenting Chicago's Ballet Folklorico dancers for an outdoor performance to kick-off the Youth portion of summer reading. All ages are welcome to attend, and we will also be providing a free frozen treat to all attendees (while supplies last) from local business La Michoacana at the event. We received permission for the Village to block off the Cook/Dumke curved section of the street for the duration of the event. Staff will be setting up the roadblocks prior to the event and afterwards breaking them down after the area is clear to allow traffic to resume as normal.

#### **Administrative:**

- Orientation for both of our two newest Board Trustees was completed on April 27<sup>th</sup>.
- On April 26<sup>th</sup> I met with the members of the Oak Lawn Pastor's Advisory Council along with several other community partners to discuss disaster preparedness in Oak Lawn. This group met to discuss how each of us could potentially help the Village in the event of a large scale disaster. We were missing representatives from the Village itself to discuss any other their existing disaster plans. We have some tentative dates for a next meeting in the latter part of the summer.

#### **OLD BUSINESS/DISCUSSION ITEMS**

##### **Village and Community Report**

##### **4<sup>th</sup> of July Parade – Participation Commitment**

Ms. Williams will not be able to attend this year's parade. Are any board members willing to commit to decorating their vehicle and/or walking in the parade? The library will supply the candy and giveaways. The parade is on Saturday, July 1<sup>st</sup> at 4pm and the application would need to be filled out around mid-June.

##### **Working Groups**

##### **New Board Assignments 2023-2025**

There's a listing of the new working groups. Working groups are a two-year assignment. They are not a requirement of the board, the participation is voluntary, and board members act as a fact-finding capacity not as active participants. Be careful of the OMA guidelines, no more than 2 trustees can be on one active working group.

If anyone has an interest or can get a correspondence



30 Years of Dedication – An article in the Reporter on April 27, 2023 highlighted Joan Buschbach retiring from the Library Board.

Fan Fest coming to Library – An article in the Southtown on May 5, 2023 highlighted details of the upcoming Oak Lawn Fan Fest.

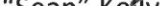
Youth Services hasn't been able to show a movie in their programming room prior to 2018. Our IT team tried to track down the problem, but couldn't locate what the issue was. A proposal from Total Automation Concepts, Inc. provided a quotation for a new audio/video system.

Two separate proposals from All-American Sign Company, Inc. and Keyser provided quotes to install two LED screens on the exterior of the library.

No action items this month.

MOTION: Made by Ms. Brightmore, seconded by Mr. Skibinski: To Adjourn the Oak Lawn Public Library Board Meeting at 7:53 p.m. Motion passed by unanimous voice vote.

*Kimberly D. Brightmore* Vice President  
Kate McDermott, President

  
John "Sean" Kelly, Secretary

