

## **MINUTES**

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

Regular Meeting, August 15, 2023 at 6:47 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, August 15, 2023 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:47 p.m.

#### **ROLL CALL**

Trustees Present: Ms. Brightmore, Mr. Kelly, Ms. McCarthy, Ms. McDermott, Mr. O'Donnell, and Ms. O'Keefe (6:55).

Trustees Absent: Mr. Skibinski

Staff Present: Ms. Williams, Director; Kate Donley, Programming Librarian; Diane Dee, Computer Center Coordinator; Ms. O'Leary, Genealogy Librarian; and Ms. McWilliams, Executive Secretary

Visitors Present: David Dorn - AFSCME, Thomas M. Melody - Klein, Thorpe, and Jenkins, Ltd.

#### **PLEDGE OF ALLEGIANCE**

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

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

Kate Donley spoke about Oak Lawn Public Library employee wages.

#### **CONSENT AGENDA**

##### **APPROVAL OF MINUTES**

Executive Session Meeting, January 17, 2023

Executive Session Meeting, January 17, 2023

Regular Meeting, July 18, 2023

Executive Session Meeting, July 18, 2023

The minutes as presented.

#### **BILLS AND INVOICES**

Payment of bills and invoices for general obligations as represented by checks numbered 34005-34055 for \$123,141.78 as presented.

Report of the voided checks as presented.

## **REPORT OF THE DIRECTOR**

### **Personal Changes**

**PERSONNEL** – During the month of July 2023, the following staff activities took place:

- **APPOINTMENTS** – The following changes took place during the month:
  - Danielle Cabrera, has been hired as a part-time Youth Assistant, in the Youth Services Department effective 07/05/23.
  - Arturo Miramontes, has been hired as a full-time Facilities Manager, in the Administration Department effective 07/31/23.
- **CHANGES** - The following changes took place during the month:

No activity this month.
- **DEPARTURES** – The following departures took place during the month:
  - April Steadman, Customer Service Assistant, of the Customer Services Department, has ended employment, effective 07/17/23.
  - Mary Donovan, Cataloger of the Technical Services Department, has ended employment effective 07/31/23.
  - Scott Patton, Facilities Manager of the Administration Department, has ended employment, effective 07/31/23.
  - Amberleigh Birkholz, Youth Services Associate of the Youth Services Department, has ended employment, effective 07/31/23.
  - Hailey Everett, Teen Librarian of the Adult Young Adult Services Department, has ended employment, effective 07/31/23.

### **Oak Lawn Public Library Friends Report (7/6/23 meeting)**

- **Sunday Concerts:** AYA Programming Librarian Kate Donley shared the 2023-2024 Sunday concert series, which included an array of music styles and cultural

representation. The cost for the Sunday with Friends concert line-up will come out to \$3,967.00.

- **Library Liaison:** New Library Liaison Enrique Reyes reported on future library closings, the exceptional turnout for the Ballet Folklórico performance (484), and the library's need to fill the graphic designer position, which he has yet to completely vacate. In addition to his verbal report, Enrique provided a plethora of handouts featuring future library program offerings that may be of interest to the Friends Board members.
- **Senior Bus Trips:** Customer Services Department Head Tippi Price and Assistant Head Megan presented a proposal to partner with the Friends to bring back bus trips for local seniors. Three trips are tentatively planned: a Chicago Architecture River Cruise in September; the Chicago History Museum in October; and the Field Museum in November. Megan provided detailed trip descriptions, timelines and a financial breakdown of the expenses and prices for attendees. Grant funding from AgeOptions will cover a portion of the cost for each trip. Every facet of planning, administration, registration and hosting will be handled by library staff. All they ask is that the Friends lend their name to the project and support providing \$5 discounts for Friends members. In the future, the possibility of the Friends needing to subsidize small financial shortfalls may be explored.
- **Bookstore:** Bookstore Chair Carole Onwiler announced an income of \$1,562.32 for June 2023. The ultimate goal is to reach \$2,000 in one month.
- **Discussion Group:** Discussion Group Chair Jan Paris spoke on next month's titles and the groups' use of the Great Books rules.
- **Members:** Judi Huff and Margie Michicich have both expressed interest in taking up the Membership chair position. A basic outline of the duties was covered, and Patti Pryal explained the status of the membership roll in Excel.
- **Friends 2023 Annual Meeting:** The Board discussed the recent Annual Meeting, held on-site at the library on June 1. With 51 people present and expenses totaling only \$401.22, it was a highly successful affair.
- **Volunteer "Thank You" Luncheon:**
- President Celeste Brown will reach out to Palermo's to secure a reservation for September 7 and a \$25 gift card will be given to each attendee.

## **POLICY REVIEW**

There were no changes made to the following policies.

BP 4.3	Non-Resident Fees Policy
BP 4.10	Reference Service Policy
BP 4.11	Resource Sharing

## **END OF THE CONSENT AGENDA**

**MOTION:** Made by Ms. Brightmore, seconded by Mr. O'Donnell: To Approve the Consent Agenda items 5-9 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 2023, we would normally be at 58.00% through the budget; expenses are currently at 47.82%. We have received 53% of our monies from taxes. The next set of tax bills are going out late, which means our next payments we receive, will also be late.

MOTION:        Made by Ms. McCarthy, 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:**

##### July 2023 Statistics highlights

- Physical circulations were at 32,593, an increase of 1,985 from June.
- Digital circulations were at 5,887, an increase of almost 400 from the previous month.
- Gate counts for July were at 17,068, surprisingly down about 1,500 people from June. I expected July to be more just based on summer reading and programming. However, at the current rate we're experiencing, I expect that we will meet or surpass 2022's year end count by the end of the 3<sup>rd</sup> quarter this year.
- There were 102 programs recorded in July with 5,294 people participating.
  - June was 128/5,336

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

- We have not yet been able to get an alternative quote for the replacement of the HVAC unit RTU-1-T that serves the North Basement. The New Facilities Manager started the 1<sup>st</sup> week of August and there have been multiple events that have kept him from obtaining that quote. Staff working in that area have been uncomfortable on some days, but have continued to work. We will continue to pursue an additional quote as well as consult Amber as to the longevity of their original quote.

Since the last Board meeting rooftop unit MZ-1, which serves the Customer Services workroom, part of the lobby than transitions into Youth Services and the main Youth offices/workroom, on the 1<sup>st</sup> floor as well as, the main hallway, public restrooms and Meeting Room C broke down. I was able to authorize the go ahead for the repairs; however, the equipment to repair it was not available prior to the largest in-person



single location program held in the library this year. More than 500 people attended the program held in Rooms A, B & C for the conclusion of the Youth Summer Reading Program on Tuesday August 2<sup>nd</sup> at 6:30pm. The AC in rooms A&B could not keep up with the room. We passed out hand-held paper fans, and collected fans from other departments to keep air circulating, but we still had a lot of unhappy residents. The repair equipment arrived on August 9<sup>th</sup> and the repair was completed on the 10<sup>th</sup>.

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

- Tuesday August 1<sup>st</sup> was the annual National Night Out event held by local police departments across the country (the 40<sup>th</sup> anniversary of the event). For the first time, OLPL participated to show support for the OLPD & OLFD and Oak Lawn community. Kevin Powers from HR and myself worked the library booth and talked with 523 people of all ages, discussed our programming, job opportunities and passed out OLPL swag.
- Also on Tuesday August 1<sup>st</sup> was Youth's end of summer reading event, Dave Dinaso's Traveling World of Reptiles. 503 people of all ages attended.
- The library will be closed Monday September 4<sup>th</sup> for the Labor Day holiday.
- The Village will be hosting their annual festival renamed, the OL Fall Music Festival, Friday thru Saturday Sept 9-11. I have been notified of parking restrictions, which are planned earlier this year and are more extensive than in previous years, and have passed that info onto staff to plan their work commutes accordingly. As previously approved by the Board, the Library will be closed to the public during the festival days, Friday Sept 9<sup>th</sup> and Saturday Sept 10<sup>th</sup>. It is not a holiday for the staff. They will either work their hours earlier in the week, use benefit time, or report in for work while we are closed. No staff will be working on that Saturday unless the police dept. calls us for a maintenance reason. I anticipate again this year to allow the OLPD and the SWAT team building and roof access to monitor festival activity.

#### **Administrative:**

- On July 24<sup>th</sup> I processed paperwork to formally bar two individuals for a one-year period. Erica Bowman and John Steiner have been banned from library property until July 25, 2024. I supplied OLPD with copies of the notification letter, and because they have had numerous interactions with the police, it is possible the officers may have advised them of their ban from the library. They do not have mailing addresses, so we have not been able to mail their notices, so they are being held at the public service desk until such time that they attempt to come into the library again. These two individuals were banned for 6-months during the first half of 2022 and were warned that repeated violations would result in a longer ban.
- On the evening of Thursday August 3<sup>rd</sup>, the library was closed for staff in-service day. At 5:40pm that evening, after all staff had left the property, our newest security camera outside at the Raymond Avenue entrance recorded Mr. John

Steiner, the same individual mentioned previously as being banned from the library, using the library hose to take a shower on the lawn. When finished, video shows him tossing the hose onto the lawn and walking away. The next morning, maintenance staff reported to me that the nozzle had been broken off the hose, the water was running full-strength out of the broken hose and flooded the electrical closet in the North basement and also carried water into the South basement electrical room. Maintenance turned off the water and contacted our electrician for a consultation. The Electrician did come out but would not touch the panels or investigate further until the area had enough time to dry for him to safely open things up. Maintenance spent the day removing the water and trying to dry the rooms. This is the side of the basement that already is running at 50% HVAC capacity and is warmer and more humid than the rest of the building, therefore taking longer than we hoped to dry out. I also contacted the OLPD and filed a report and provided the department with the video surveillance of the incident. As of the time of this report is submitted, the electrician has not returned to inspect. The police have reached out to me and asked for invoices for repair work to tie to the case. I have none yet to submit. We have also relocated the hose to inside the building as well as ordered a set of outdoor faucet locks to be placed on external water spigots to prevent future incidents with the water supply.

- On Tuesday August 8<sup>th</sup>, the library van broke down, the gas hose broke, spilling gasoline along the library drive, making it unsafe to drive. The van was towed to a local repair shop where the hose was replaced. The van is 26 years old and the repair shop reported after the repair that the entire underside of the van is rusting out. I had budgeted in 2022 to look at replacing the van, but I did not receive estimates during the 2022 budget year to consider. Earlier this year Scott had submitted one vehicle quote which I rejected and did not receive another prior to his departure. I have discussed with Arturo, the new Manager and we will contact local dealerships and discuss vehicles and options. The cost of a new replacement vehicle will definitely be above my authorization amount, so it is likely that I will bring to the Board an estimate on a new vehicle either at the September or October Board meeting.

## **OLD BUSINESS/DISCUSSION ITEMS**

### **Village and Community Reports**

No activity this month

### **Working Group Reports**

#### **User Experience**

General first meeting discussion was about surveys and signage. They will take a closer look around the library to see what areas may need signage. Previously there were digital maps, not sure what happened to them.

Strategic Planning (8-2-23 meeting)

Went over all the strategic plan numbers from last year. Talked about increasing the numbers in the areas where the numbers were low or there was not much movement.

**OLPL in the News – newspaper articles highlighted**

- Patrons' Art Show
- Oak Lawn Library reflects on the 1967 tornado
- Huge Turnout For Tiny Art Show in Oak Lawn
- Blowing bubbles
- Enjoyable & Engaging
- Bringing cultures together in friendship at the Oak Lawn Public Library
- International Club
- Oak Lawn Library hosts Tiny Art Show

**NEW BUSINESS/ACTION ITEMS**

**Approve Resolution #23-2 transfer of funds to the Capital Projects/Building Fund**

MOTION: Made by Mr. O'Donnell, seconded by Ms. Brightmore: To Approve Resolution #23-2 transfer of funds to the Capital Projects/Building Fund. 6 Ayes, 0 Nays, 1 Absent. Motion passed.

**Approve Revision of BP 4.10A ALA's Code of Ethics Statement**

MOTION: Made by Ms. McCarthy seconded by Ms. O'Keefe: To Approve Revision of BP 4.10A ALA's Code of Ethics Statement. Motion passed by unanimous voice vote.


**Executive Session – Collective negotiating matters [§120/2c(2)]**

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To go into Executive Session to Discuss Collective negotiating matters [§120/2c(2)] at 7:19 p.m. 6 Ayes, 0 Nays, 1 Absent. Motion passed.

The meeting reconvened out of Executive Session at 8:34 p.m.

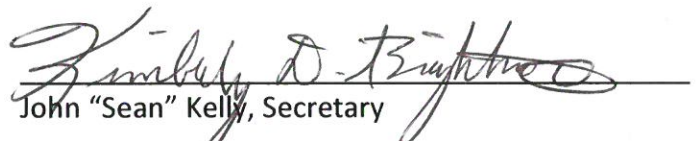
**ADJOURNMENT**

MOTION: Made by Ms. McCarthy, seconded by Mr. O'Donnell: To Adjourn the Oak Lawn Public Library Board Meeting at 8:35 p.m. Motion passed by unanimous voice vote.



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Kate McDermott, President



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John "Sean" Kelly, Secretary  
secretary pro-tem

Recorded by: Jennifer McWilliams – OLPL Executive Secretary