

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting, September 19, 2023 at 6:45 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, September 19, 2023 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:45 p.m.

Ms. Brightmore will be the pro-tem secretary during the Board Meeting.

ROLL CALL

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

Trustees Absent: Mr. Kelly

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; and Ms. McWilliams, Executive Secretary

Visitors Present: None

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

Ms. McDermott read two thank you cards. Pilgrim Faith Food Pantry and Faith in Action Co. both thanked the Oak Lawn Public Library for collecting food for their food pantries.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, August 15, 2023

Executive Session Meeting, August 15, 2023

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34056-34111 for \$133,453.57 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

- **APPOINTMENTS** – The following changes took place during the month:
 - Israa Abbas, has been hired as a full-time Cataloger, in the Technical Services Department effective 08/16/23.
 - Nicholas Vidmar, has been hired as a full-time Teen Librarian in the Adult Young Adult Services Department, effective 08/28/23.
- **CHANGES** - The following changes took place during the month:
 - Isabell Campos transferred from the position of Youth Services Assistant to the position of Youth Services Associate of the Youth Services Department, effective 08/01/23.
 - Madeline Neary transferred from the position of Customer Services Assistant Level 2 to the position of Customer Services Assistant Level 1 of the Customer Services Department, effective 08/15/23.
- **DEPARTURES** – The following departures took place during the month:
 - Elizabeth Johnson, Customer Service Assistant, of the Customer Services Department, has ended employment, effective 08/10/23.

POLICY REVIEW

There were no changes made to the following policies.

BP 2.1	Trustee Ethics Policy
BP 2.1A	Public Library Trustee Ethics Statement

END OF THE CONSENT AGENDA

MOTION: Made by Mr. O'Donnell, seconded by Ms. O'Keefe: 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 August 2023, we would normally be at 66.67% through the budget; expenses are currently at 55.00%. We have not received the next draw from this year's taxes. We did receive some money from personal property replacement taxes.

MOTION: Made by Mr. Skibinski, 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:

August 2023 Statistics highlights

- Physical circulations were at 30,600, a decrease of 1,993 from July.
- Digital circulations were at 6,083, an increase of almost 200 from July.
- Gate counts for August were 17,873, and increase of just over 800 from July.
- There were 108 programs recorded in August with 6,188 people participating.

Building & Grounds:

- A follow up on the incident of August 4th which was the flooding in the North Basement electrical room—the electrician returned to fully inspect. Copy of his report is found immediately following the Director's report. In summary, everything inside the building is okay. His conclusion is that externally underground the pipes connecting the outdoor electrical box to the building are either broken or incorrectly sealed causing water to flow into the electrical gear in the basement. We have asked for a quote on that possible project.
- HVAC Unit RTU-1-T continues to struggle to keep up with demand and during the last wave of 90+ temperatures the North basement was extremely hot and humid, putting a further strain on the unit and making the environment unpleasant for the staff. We have received one other quote for the project. Both quotes are included in the Action Item section of the agenda for review and approval.

Events/Happenings:

- Summer Reading 2023 Summaries:
 - Youth
 - Koala Club (Ages 0-3), 87 registered, 38 completed

- Find Your Voice (ages 4-14), 487 registered, 236 completed
- Food Drive – 30 individual donators, 373 items donated
- Adult/Teen
 - 425 Registrations (383 adult, 42 teen)
 - 254 active readers
 - 145 challenges completed
 - 1,402 activities completed
 - 12,668 days of reading logged
- Prize Sponsors
 - Friends of the Library
 - Stacked
 - Cork & Bean
 - Nothing Bundt Cakes
 - Andy's Frozen Custard
 - Katie's Hallmark
 - Palermo's on 95th

Administrative:

- I attended the court hearing at the Cook County courthouse on Monday Sept 11th as a complaining witness on behalf of the library for John Steiner, the individual we have on security video using our hose then leaving it to flood our property which resulted in the electrical issue mentioned previously. Mr. Steiner did not appear. The Judge instructed me that I would be logged as a witness and that I am not required to attend any future hearings, but I could if I wanted to. I would be notified if any plea deals are made.
- A new Capital Asset Plan can be found in the Discussion section of the agenda. This plan is required by the State, but does not require Board vote.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

Fall Family Fest – Stony Creek Golf Course will be hosting the Oak Lawn Chamber's Fall Family Fest on Sunday, September 24, 2023 from 3:00 pm – 6:00 pm.

Business Showcase & Fall Craft Show – Oak Lawn Community High School will be hosting the Business Showcase & Fall Craft Show on Saturday, October 21, 2023 from 10:00 am – 3:00 pm.

Working Group Reports

Emergency Procedures Working Group meeting is scheduled for 9-28-23 at 10:00 a.m.

OLPL in the News – newspaper articles highlighted

- 19 Writers Spotlited In Oak Lawn Library's Local Authors Showcase
- Author Showcase

- Local authors set to take over at the Oak Lawn Library
- Library, bookstore team up for first Local Author Showcase
- OL Library in Need of Musical Memories
- Oak Lawn Library celebrates local authors
- Library aims showcase legacy of Oak Lawn as an 'artistic hot spot'

2023 Illinois State Standards Review Pt. 1

Ms. Williams reviewed the first half of the Illinois Public Library Standards, as required for compliance with the annual Per Capita Grant.

Capital Asset Plan

Ms. Williams reviewed the 2023-2028 Capital Asset Plan. As is required by the Illinois State Standards, public libraries must have a Capital Asset Plan.

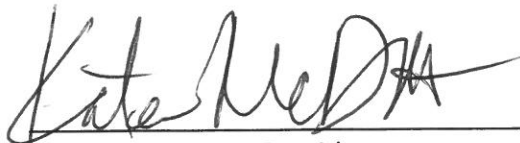
NEW BUSINESS/ACTION ITEMS

Approve Replacement of HVAC Unit RTU-1-T

MOTION: Made by Mr. Skibinski, seconded by Ms. O'Keefe: To Approve Replacement of HVAC Unit RTU-1-T. 6 Ayes, 0 Nays, 1 Absent. Motion passed.

ADJOURNMENT

MOTION: Made by Mr. O'Donnell, seconded by Ms. McCarthy: To Adjourn the Oak Lawn Public Library Board Meeting at 7:13 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary

