

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting, December 19, 2023 at 6:45 p.m.

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

ROLL CALL

Trustees Present: Ms. Brightmore, Mr. Kelly, Ms. McCarthy, Ms. McDermott, Mr. O'Donnell, Ms. O'Keefe and Mr. Skibinski (7:01 p.m.)

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; Ms. Pollard, Teen Assistant; Ms. O'Leary, Genealogy Librarian 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 a card from Faith in Action. They thanked OLPL for the food donations to the St. Paul Food Pantry.

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, November 21, 2023

Special Meeting, December 11, 2023

Executive Meeting, December 11, 2023

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34232-34279 for \$233,731.92 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

- **APPOINTMENTS** – The following changes took place during the month:
 - Kristopher Martin has been hired as a full-time, Youth Services Associate in the Youth Services Department, effective 11/13/23.
- **CHANGES** - The following changes took place during the month:
 - Thomas Javorcic accepted the position of Local History Librarian in the Adult Young Adult Services Department, effective 11/16/23.
 - Laura Jansen accepted the position of Special Collections Librarian in the Adult Young Adult Services Department, effective 11/16/23.
 - Brittany Kapjon has accepted the position of Computer Center Coordinator in the Technical Services Department, effective 11/16/23.
- **DEPARTURES** – The following departures took place during the month:
 - Alina Moore, Youth Services Librarian of the Youth Services Department, ended employment 11/10/23.
 - Diane Dee, Computer Center Coordinator of the Technical Services Department, ended employment 11/11/23.
 - Andrew Biondic, Adult Young Adult Page of the Adult Young Adult Services Department, ended employment 11/22/23.
 - Nikolas Malone, Content Coordinator of the Administration Department, ended employment 11/27/23.

Oak Lawn Public Library Friends Report (11/2/23 meeting)

- **Gift Requests:** Technical Services Department Head Jenny Yasecko returned with a replacement request for the library's 2024 Fan Fest. The guest appearance by actor Katy O'Brien was dropped because of sudden, exorbitant expenses demanded by her manager. In place of that, Jenny proposed a series of activities that included Jedi training, a game truck, the Raks Geek Bellydancers, an Andertoons drawing workshop, a mobile escape room and teen crafts, all of which would cost only \$5,233, considerably less than the \$9,000 appearance fee. A motion to approve the new Fan Fest for

activities costing \$5,233, in the place of the Katy O'Brien guest appearance was made by Linda Atkins, seconded by Christina Sakowski, and approved unanimously. In further discussions, the Friends Board asked if mention of their sponsorship could be printed on to the Fan Fest swag bags, at the Friends' expense, if necessary.

- **Library Liaison:** Library Liaison Enrique Reyes shared copies of the membership renewal letter and form, as well as the membership welcome letter, membership card and bookstore volunteer interest form. On that form, a correction was made to the Sunday hours, which should be 10am-2pm. The library's new graphic designer is now working on the winter newsletter.
- **Library Director:** Library Director Carol Williams Library Director
- Library Director Carol Williams provided an updated breakdown of Friends' donations from the library's Business Office, and stated that any outstanding "book money" requests would be closed at a December 5th deadline. Carol also announced the Thanksgiving (11/23 & 11/24), Christmas (12/23, 12/24 & 12/25) and New Year's (12/30, 12/31 & 1/1) holiday closings, shared that 765 kids took part in the All-Library Trick-or-Treat and spoke on a Dinovember event for children on Sunday, November 12.
- Carol also shared that the Friends of the Oak Lawn Library are invited to participate and provide input for an ATLAS training session hosted by OLPL next year on Tuesday, March 12, to educate local library directors, board members and staff on how to lend their support to the running of a successful Friends group. Carol then enlisted the help of Friends volunteers to promote the Bookstore to passengers from a "Polar Express" train ride to downtown Oak Lawn on the afternoon of Thursday, December 7.
- **Bookstore:** Bookstore Chair Carole Onwiler proudly announced that an amazing \$2,028.72 was raised in the Bookstore during October 2023. The volunteers continue to get holiday items ready for release starting on November 10.
- **Discussion Group:** While Discussion Group Chair Jan Paris was not present, she reported in advance, via email, that "the group is doing well and everyone is enjoying the reads."
- **Members:** Membership Committee co-chairs Judi Huff and Margie Michicich are working with the library's marketing staff to get materials printed for the fall mailing, which will be processed and prepared on Wednesday, November 8. Enrique Reyes and Patti Pryal explained that there will be a special box in the Friends' basement sorting area for placing returned membership forms and fees. Margie and Judi intend to target new, potential members at future Friends programs and other recruitment opportunities afforded by the library's public events and lobby foot traffic. They are interested in having a branded tablecloth to provide some gravitas. All membership drive activities will be coordinated with the library liaison.

POLICY REVIEW

There were no changes 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. Brightmore, seconded by Ms. O’Keefe: 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 November 2023, we would normally be at 91.67% through the budget; expenses are currently at 77.48%. We continue to receive taxes from this year, but haven’t received all 2023 taxes.

MOTION: Made by Mr. O’Donnell, seconded by Ms. McCarthy: 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 2023 Statistics highlights:

- Physical circulations were at 27,597 a slight decrease of about 1,200 from October.
- Digital circulations were at 6,442, down about 200 from October.
- Gate counts for November were 16,308, a decrease of 1,200 from October.
- There were 118 programs recorded in November with 4,600 people participating.

Building & Grounds:

- Total Automation Concepts was in the building most of last week installing 5 new security cameras along the exterior of the property and 5 new cameras on the 2nd floor covering the public areas.

- We took advantage of holiday sales to fill out the landscaping tools/equipment that the maintenance staff will need when they take over the landscaping this spring. We decided to go with electric equipment that use rechargeable batteries compared to gas-powered equipment. It will be more economical in the long run and safer, as staff won't have to store or pour gasoline on a regular basis to keep the tools running.
- The Mary Nelson Room will be closed to the public the week of December 18th for maintenance staff to fill, sand and paint the walls. The whiteboard wall has arrived and that will be also be installed during this week. The carpet squares have been ordered. We are hoping they will arrive before the week is out so this can also be completed without having to close the room for additional days.

Events/Happenings:

- In November, Nicholas Vidmar, our new Teen Librarian launched a new monthly teen program, the Dungeons & Dragons Club. The program is held the 3rd Thursday of the month in the Teen Room, registration available through the library calendar.
- This was our first year partnering with the Village of Orland Park for their annual Santa's North Pole Express. Thursday December 7th and Friday December 8th we hosted train passengers in the Café, the lobby and in the Youth Services department. Each day's train held 140 passengers. On the Thursday we had 68 of the passenger families visit, and on the Friday we hosted 81. We played the classic children's Christmas shows in the cafe (Santa Claus is Comin' to Town, Rudolph the Red-Nosed Reindeer, and the Year Without a Santa Claus) while the families drank hot chocolate, ate cookies and put together a gingerbread house Christmas tree ornament. Life-sized cardboard cutouts were displayed throughout the lobby and Youth Services to provide lots of photo opportunities. The Friends of the Library provided each family member with a coupon for a free book from their booksale. It was a really fun and joyful two days, and I already have it on my calendar for next December to partner with them again.
- This month the Youth and AYA departments collaborated for the Gingerbread House Contest. All ages were encouraged to create and bring in their gingerbread houses. Youth received 12 entries and Adult/Teen received 7. Houses are on display in their respective departments. Voting was open until Dec. 18. Winners were scheduled to be announced December 19th.
- Saturday Dec 16th, Youth presented the program Smarty Pants Big Balloon Holiday Show. We had this presenter here during Fanfest 2023 and he put on a fantastic show. This event was holiday themed and held in the lower level meeting rooms.
- The Library is closed Dec 23, 24 & 25 in observance of the Christmas holiday and Dec 30, 31 & Jan 1 in observance of the New Year's holiday.
- Tuesday January 9th, Technical Services will be hosting a craft program in the Computer Training Lab: Cricut Craft: Coaster

- Sunday January 14th at 1pm, Youth Services will be presenting Desueno Family Salsa for families with children ages 4 and up.

Administrative:

- I have completed and submitted to the Cook County Clerk's Office the 2023 list of filers for the Statement of Economic Interest. It is a requirement of every Trustee to complete the electronic filing. Filers list are due before February 1 and the County has been sending out the individual notices usually mid-March. The notices have been known to drop into people's SPAM folders, so as soon as I know they have gone out, I will give you a heads-up to look for them in your inbox.
- 2024 Annual Budgets for the Operating Fund, the Capital Projects/Building Fund, and the Working Cash Fund have been re-submitted and will be reviewed at the New Business/Action Items section of this month's agenda.
- In January, I will be installed as an Executive Board Member of the Oak Lawn Chamber of Commerce. The commitment is a minimum of 2-years. The Library is one of just a few Legacy Members, who are considered anchors of the Chamber and have been members from the inception of the Chamber itself.
- Oak Lawn Mayor, Terry Vorderer reached out to me to invite me to represent the Library at the annual State of the Village presentation. I accepted. The presentation will be during the Chamber of Commerce Luncheon on Tuesday February 13, 2024. If any Board members would like to attend, please notify me and I will include you in our lunch reservations.

OLD BUSINESS/DISCUSSION ITEMS

Village and Community Info

Santa on the Green will be held on Saturday, December 2, 2023 from 12:00pm - 3:00 pm, on the Village Green.

Working Group Reports

Emergency Procedures: (12-7-23)

Section 3 - Aberrant Behavior of the original manual was reviewed. Section 4 will be reviewed at the next meeting.

OLPL in the News – newspaper articles highlighted

- Gingerbread House Competition
- Gingerbread House Contest Offers Sweet Competition At OL Library

Transportation Benefits Program Act

The Illinois General Assembly passed a law entitled the Transportation Benefits Program Act. It states that employers in specific geographic locations (includes Cook County) with 50 or more covered employees (a covered employee is considered full-time working 35 hours or more per

week) are required to offer their staff the opportunity to purchase “transit passes” through pre-tax payroll deduction.

We currently have 40 full-time staff and two open full-time positions for a total of 42 covered positions. Technically, at this time the law does not require us to provide this benefit. However, I have chosen to offer this benefit to all library staff because it can be provided at no financial cost to the library. The library does not contribute to this benefit in any way as it is entirely funded by the individual staff member at their request and designated deduction amounts.

NEW BUSINESS/ACTION ITEMS

Approve 2024 Calendar of Days Closed

MOTION: Made by Ms. Brightmore, seconded by Mr. O’Donnell: To Approve 2024 Calendar of Days Closed. Motion passed by unanimous vote.

Approve Library Vehicle Discard

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve Selling the Discarded Vehicle to the Private Party. Motion passed by unanimous vote.

Approve 2024 General Fund/Operating Budget

MOTION: Made by Mr. Skibinski, seconded by Mr. O’Donnell: To Approve 2024 General Fund/Operating Budget. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve 2024 Capital Reserve Budget

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve 2024 Capital Reserve Budget. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve 2024 Savings/Working Cash Budget

MOTION: Made by Mr. O’Donnell, seconded by Ms. McCarthy: To Approve 2024 Savings/Working Cash Budget. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve 2024 COLA and Merit Increases

MOTION: Made by Ms. Brightmore, seconded by Mr. Skibinski: To Approve 2024 COLA and Merit Increases. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

Approve Salary Schedule AR 1301

MOTION: Made by Mr. O’Donnell, seconded by Ms. Brightmore: To Approve Salary Schedule AR 1301. Motion passed by unanimous vote.

Approve Paid Leave for All Workers Act Leave

MOTION: Made by Mr. Skibinski, seconded by Ms. O’Keefe: To Approve Paid Leave for All Workers Act Leave. 7 Ayes, 0 Nays, 0 Absent. Motion Passed.

ADJOURNMENT

MOTION: Made by Mr. O’Donnell, seconded by Ms. Brightmore: To Adjourn the Oak Lawn Public Library Board Meeting at 7:32 p.m. Motion passed by unanimous voice vote.

Kate McDermott, President

John “Sean” Kelly, Secretary