

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES Regular Meeting, January 16, 2024 at 6:47 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, January 16, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:47 p.m.

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

No activity this month

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, December 19, 2023

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34280-34329 for \$180,233.32 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

- **APPOINTMENTS** – The following changes took place during the month:
 - Gale Harris has been hired as a part time, Youth Services Assistant, in the Youth Services Department effective 12/4/23.
 - Fabian Torres has been hired as a part time, Computer Center Assistant in the Technical Services Department effective 12/11/23.
- **CHANGES** - The following changes took place during the month:
 - No activity this month.
- **DEPARTURES** – The following departures took place during the month:
 - Madelene Neary, Customer Services Assistant of the Customer Services Department, ended employment 12/15/23.
 - Iris Dykstra, Customer Services Assistant of the Customer Services Department, ended employment 12/28/23.
 - Melanie Batancourt, Computer Center Assistant of the Technical Services Department, ended employment 12/29/23.

Oak Lawn Public Library Friends Report (12/7/23 meeting)

- **Gift Requests:** AYA Programming Librarian Kate Donley presented a funding request to renew the library's annual movie showing license from Swank Public Performance Licenses (\$655) and monies for digital streaming versions of the films shown at the Friends' monthly movie series (\$250). A motion to approve \$905 for the library's movie showing license renewal and streaming copies of the Friends' movie titles was made by Christina Sakowski, seconded by Barbara Kreide, and approved unanimously. The Friends membership co-chairs were interested in occasionally setting up a membership recruitment table at the Friends' movie showings.
- **Library Liaison:** Library Liaison Enrique Reyes made several announcements; Friends Trips are on hold until the Spring; the library is hiring a new content coordinator; more frequent social media posts will be made on behalf of the Friends; and recent library newsletter format changes were made to free-up space for informational articles.

- **Library Director:** Library Director Carol Williams provided the latest Breakdown of Friends Donations from the financial office, explained how a \$30 donation to the Friends had been accepted by the library, and requested a \$4,855.78 check for fulfilled funding projects. She also shared future holiday closings (12/23-25, 12/30-1/1) and indicated that a lower level hallway mirror, as well as new exterior security cameras, had recently been added around the library.
- **Bookstore:** Bookstore Chair Carole Onwiler proudly shared that \$2,086.36 had been raised during November 2023. She also noted that many nicer books are being donated by the public. More sale items are being put out with special pricing, and the new monthly revenue goal is \$2,500.
- Carol Onwiler and other bookstore volunteers are preparing for Polar Express train riders who may stop by the library later that week. Enrique Reyes has printed out tickets for riders to redeem for one free book at the bookstore.
- **Discussion Group:** Discussion Group Chair Jan Paris announced that 16 people had attended the latest short story discussion. Margie Michicich described how some library-based book clubs offer their readings pre-loaded on Kindles for participants, and this idea will be reserved for future consideration.
- **Members:** Membership Committee co-chairs Judi Huff and Margie Michicich graciously thanked the board members who had assisted with preparing the recent mailing and gave a detailed report of annual membership renewal activities. A total of 213 letters and forms had been sent out to 163 current members and 50 lapsed members from the 2022 roll. Thus far, 97 responses have been received, and seven new memberships were collected. They presented an idea to send a follow-up letter to expired members, who still have not replied, and also asked to purchase a branded, polyester tablecloth to use for their membership recruitment efforts.

POLICY REVIEW

There were no changes made to the following policies.

BP 2.3	New Trustee Orientation
BP 2.8	Public Comment at Board Meetings
BP 3.18	Travel Expense Reimbursement Policy
BP 4.15	Volunteers

END OF THE CONSENT AGENDA

MOTION: Made by Ms. McCarthy, 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 December 2023, we would normally be at 100% through the budget; expenses are currently at 87.52%.

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:

December 2023 Statistics highlights:

- The library was closed for a total of 6 days during December for holidays which will have had an effect on all the stats.
- Physical circulations were at 25,513 a decrease of about 2,000 from November, but about 300 items higher than December of 2022.
- Digital circulations were at 6,483, up about 40 items from November, and up 1,100 over December the previous year.
- Gate counts for December were 15,114, a decrease of about 1,200 from November, but up over 1,100 over December the previous year.
- There were 91 programs recorded in December with 2,385 people participating.

Building & Grounds:

- Back in May (2023) I discussed with the Board the idea and a quote to mount a video wall in the Youth Services Programming Room. The quote was over \$40,000, and it was brought as a discussion item only. After months of review and consideration, I was able to work out a plan with Total Automation Concepts to move the project forward and fall within an acceptable amount. Immediately following this report, I have included some photos of the project and I encourage you each to have a look in Youth when the opportunity arises. The display is made up of 4 panels each a 55" 4K resolution screen. It measures nearly identical to the previous screen that hung in the room. The display can be used as one solid screen, or can be broken up to individual panels, depending on the need. There is a dedicated computer connected to it, as well as the option to connect other equipment such as a document projector or gaming systems. It also connects to the sound system in the room which can be used to amplify the sound from movies or videos played on the screen or to have audio only used during story times or other programs. Staff are beginning to use it this week in their already scheduled programs and children's movie programs will begin in

March in time for Spring Break. These will be the first movies Youth has been able to show in their programming room since 2015.

- I have an update on the progress of the Lobby remodel project which will be discussed under Old Business/Discussion Items.

Events/Happenings:

- This Friday, January 19, 2024 OLPL will be hosting the Zone 5+ Director's monthly meeting.
- Sunday January 21st, at 1:00 pm, we'll have a Friends of the Library Concert: Clarence Goodman, Not for Lovers Only in the lower level meeting rooms.
- On Wednesday January 24th at 6:30pm, Kate Donley will be hosting a VIP Library Tour.
- On Thursday January 25th at 1:30pm the Genealogy Club will be presenting a specialty program on French-Canadian Research.
- Saturday February 3rd at 1:00pm, Youth Services will be presenting Andertoons -- Learn to Draw Winter Wildlife! (Ages 5 - 14)
- Sunday February 11th at 1:00pm we'll have the Valentine Friends of the Library Concert: Rosie and the Rivets
- RomCom returns for its second year on Saturday, February 17th, an all-day event.
- Customer Services began a collaboration with Pathlights in December to collect donations for Care Baskets for Older Adults. Tippi Price, C.S. Department Head and her staff have been coordinating with Pathlights, Calvary Church and Pilgrim Faith Church to collect items to create baskets for seniors coming out of rehab facilities following illness or injury as well as for seniors in nursing home facilities. Donations in December alone topped out at 1,409 items. Donations will continue to be collected in January and February. Library staff will process and package the donations to create the care baskets and Pathlights will administer their distribution. The original goal was to collect enough materials to create 40 baskets. Donations have been so generous so far that it looks like there will be enough to meet that goal with December collection alone! Library staff and Oak Lawn residents are incredibly generous! I'll be sure to update you on the final outcomes of the collaboration.

Administrative:

- On Friday January 19th, I will be installed as an Executive Board Member of the Oak Lawn Chamber of Commerce. I have already attended one orientation meeting. Future meetings of the Chamber Board are immediately preceding the monthly luncheon general membership meeting. I am excited about this opportunity because I will have firsthand knowledge of new businesses in Oak Lawn, as well as events happening in the area that I can share with the Library Board and staff, as well as create new and lasting collaborative partnerships with the library.

- 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.
- The 2024 State of Illinois/L2 Certification was completed on 1-3-24
- All materials for the Per Capita Grant for 2024 were submitted and received by the Illinois Secretary of State's Office 1-5-24
 - 2024 application
 - 2022 expenditure report
 - 2022 certificate of equalized assess valuation
 - 2024 certificate of eligibility
 - BP 1.2, 1.2A, 1.2B, 1.2C, 1.2D as proof of compliance with the certificate of eligibility

OLD BUSINESS/DISCUSSION ITEMS

Oak Lawn Chamber of Commerce 2024 Installation Dinner – Ms. Williams and Mr. Skibinski will be attending this event on January 19, 2024 at 6:30 p.m.

Oak Lawn Chamber of Commerce 2024 State of the Village Address – Ms. Williams will be attending this event February 13, 2024 at 11:30 a.m.

Working Group Reports – no activity this month.

OLPL in the News – newspaper articles highlighted

- Oak Lawn Library hosts Gingerbread House Contest

2024 Ethics Statement

An Ethic Statement is required to be updated and signed at the beginning of each calendar year. Each Board member has been presented with a form that will be signed and returned at the end of the meeting. The forms will be kept on file.

Lobby Project Update -

Phase 1 lobby remodel project is moving forward. On January 4, 2024 our project was publicly advertised for bids in several places. On January 10, 2024, Darren Schretter, the project architect and Ms. Williams held a Pre-Bid Meeting at the Library. Two diagrams were provided. One is the current rendering of the north lobby and the other is the proposed completion of Phase 1.

The remaining anticipated timeline is as follows:

- Deadline for bid submittals and public opening of bids – Friday January 26, 2024, 10:00 am

- Tentative date of Board Approval of Bids – Wednesday January 31, 2024 6:45pm
- Commencement of work on site – Monday, February 26, 2024
- Substantial Completion – Tuesday April 16, 2024
- Final Completion – Friday, April 26, 2024

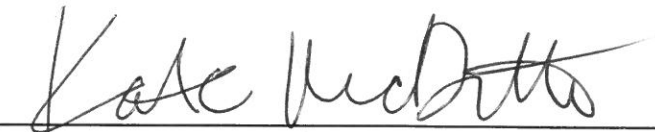
NEW BUSINESS/ACTION ITEMS

Approve 2024 Director Salary Adjustment


MOTION: Made by Ms. O'Keefe, seconded by Mr. O'Donnell: To Approve 8% for the Directors 2024 Salary Adjustment, effective January 1, 2024. 6 Ayes, 0 Nays, 1 Absent. Motion Passed.

ADJOURNMENT

MOTION: Made by Ms. O'Keefe, seconded by Ms. McCarthy: To Adjourn the Oak Lawn Public Library Board Meeting at 7:40 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary
pro-tem

