

MINUTES

OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting, February 20, 2024 at 6:51p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, February 20, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:51 p.m.

ROLL CALL

Trustees Present: Ms. Brightmore, Ms. McCarthy, Ms. McDermott and Mr. Skibinski

Trustees Absent: Mr. Kelly, Mr. O'Donnell and Ms. O'Keefe

Staff Present: Ms. Williams, Director; Ms. Mueller, Business and Personnel Manager; Ms. O'Leary, Genealogy Librarian; and Ms. McWilliams, Executive Secretary

Visitors Present: David Weinert

PLEDGE OF ALLEGIANCE

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

COMMUNICATIONS/CITIZEN/STAFF COMMENTS

- Thank you card from St. Paul Food Pantry
- Thank you letter from Moraine Valley Gamers
- Mr. Weinert, frequent beloved user of the library, inquired why the use of our meeting rooms require a 7-day notification.

CONSENT AGENDA

APPROVAL OF MINUTES

Special Meeting, January 16, 2024
Executive Meeting, January 16, 2024
Regular Meeting, January 16, 2024
Special Meeting, January 31, 2024
Executive Meeting, January 31, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34331-34329 for \$215,241.47 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

PERSONNEL – During the month of January 2024, the following staff activities took place:

- **APPOINTMENTS** – The following changes took place during the month:
 - Ashley Preyar has been hired as a part time Computer Center Assistant, in the Technical Services Department effective 01/03/24.
 - Alexander Ewell has been hired as a part time, Computer Center Assistant, in the Technical Services Department effective 01/16/24.
 - Haven Rupsch has been hired as a part time Customer Services Assistant, in the Customer Services Department effective 01/22/24.
- **CHANGES** - The following changes took place during the month:
 - Gina Colapietro, has accepted the position of level 2 Customer Service Assistant, in the Customer Services Department, effective 01/02/24.
- **DEPARTURES** – The following departures took place during the month:
 - Laura Jansen, Special Collections Librarian of the Adult/Young Adult Services Department, ended employment effective 01/03/24.
 - Fabian Torres, Computer Center Assistant of the Technical Services Department, ended employment effective 01/04/24.

POLICY REVIEW

There were no changes made to the following policies.

BP 1.3	Bylaws of the Board of Trustees
BP 3.3	Community Use of Bulletin Board
BP 3.7	Library Credit Cards

BP 3.8	Community Use of Display Cases
BP 3.9	Barring Disruptive Patrons from the Library
BP 3.10	Soliciting, Selling, and Petitioning Policy
BP 4.6	Website Usage
BP 4.8	Delinquent Patrons
BP 5.2	Director Evaluation
BP 5.3	Director Evaluation Form

END OF THE CONSENT AGENDA

MOTION: Made by Mr. Skibinski, seconded by Ms. McCarthy: 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 January 2024, we would normally be at 8.33% through the budget; expenses are currently at 7.21%.

MOTION: Made by Ms. McCarthy, seconded by Ms. Brightmore: To Accept the Financial Reports as presented. 4 Ayes, 0 Nays, 3 Absent. Motion Passed.

REPORT OF THE DIRECTOR

Narrative and Statistical Report

The Director's report noted the following items:

Statistics:

January 2024 Statistics highlights:

- Physical circulations were at 27,815 an increase of about 2,300 from December
- Digital circulations were at 7,281, up about 800 items from December
- Gate counts for January were 14,449
- There were 106 programs recorded in January with 3,444 people participating.

In the Discussion session of today's meeting I will present the 2023 Statistical Review

Building & Grounds:

- Hallett Movers are scheduled to be at the library on Tuesday Feb 20th at 7:30am to move the AV shelving so that everything is out of the way for the construction crew to begin.

- Construction Solutions and Studio GC will be here on Wednesday Feb 21st to meet with myself and the Facilities Manager for the pre-construction meeting.
- The carpet was completed in the Mary Nelson Room, and I am extremely happy with the results of the minor changes that make the room feel twice the size and much more executive.
- Parts of the Business Office in the North Basement have been getting new wall paint and new carpeting. Our maintenance staff have been doing all the painting and carpet installation work in both the MRN and in the Business Office. Working as a team, they are teaching each other their individual skills, and together, they are able to complete jobs much quicker than anticipated. These projects are being done in pieces so that the team can continue to address the library's daily needs such as snow removal, cleaning and other work orders.

Events/Happenings:

- Wednesday February 21st at 6pm, we have Black Aviation: The Coffey School of Aeronautics History Presentation
- Sunday February 25th at 1pm, Youth will be having a Winter Beach Party for kids age\nd 8-10
- Thursday February 29th at 7pm, we have a teen program—Live Action Pacman where the teens will play out a life-sized game of Pacman in the lower level meeting rooms
- Sunday March 3rd at 1pm we present the free Friends' concert: Jazz Friends Trio Plus One
- The library will be closed on Tuesday March 5th for staff in-service day
- Thursday March 7th at 6pm we have Downton Abbey Trivia
- Saturday March 9th Youth presents its new Kids in the Kitchen program series. March's theme is pancakes. The 9:30am session is for kids aged 6-9, and the 11:30am session is for ages 10-14

Administrative:

- At the Chamber of Commerce Luncheon on Tuesday February 13, 2024 I spoke on behalf of the Library during the State of the Village address. Joe and Kate were present as well as multiple management staff. A copy of my presentation speech is included immediately following this report.
- On 2-9-2024 I filed our 2024 Property Exempt Affidavit with the Cook County Assessor's Office.
- Staff spent the last few weeks gathering data for the IPLAR, a copy can be found under Action Item 13A for your review and approval during that time in the meeting. Once approved, the report will be filed. The deadline for filing is February 29th.
- After much consideration, I have re-opened page positions. There are three open positions for AYA and two for Youth. Each position is for 12 hours and applicants can be as young as 16 to apply. This will open up opportunities for local high

school or college students who may be interested in part-time work that need to work around class and activities schedules.

- The auditor will be at the library the week of March 11th to begin work on the 2023 annual audit.

OLD BUSINESS/DISCUSSION ITEMS

Working Group Reports

Emergency Procedures

Members of the working group will be presenting some training session at the In-Service meeting. Some of the revised emergency procedures will also be covered.

OLPL in the News – newspaper articles highlighted

- Oak Lawn library marshals effort to provide care kits
- Leading authors set for RomCon
- Love, Exciting And New, Flows At Oak Lawn Library 2024 RomCon

2023 Statistics Review

Ms. Williams explained the 2023 statistics accompanied by a PowerPoint presentation.

NEW BUSINESS/ACTION ITEMS

Approve 2024 Illinois Public Library Annual Report (IPLAR)

MOTION: Made by Mr. Skibinski, seconded by Ms. Brightmore: To Approve 2024 Illinois Public Library Annual Report (IPLAR). Motion Passed by unanimous vote.

Approve Change of August Staff In-Service Closing

MOTION: Made by Ms. McCarthy, seconded by Mr. Skibinski: To Approve Change of August Staff In-Service Closing. Motion Passed by unanimous vote.

ADJOURNMENT

MOTION: Made by Ms. Brightmore, seconded by Ms. McCarthy: To Adjourn the Oak Lawn Public Library Board Meeting at 8:11 p.m. Motion passed by unanimous voice vote.


Kate McDermott, President



John "Sean" Kelly, Secretary

Recorded by: Jennifer McWilliams – OLPL Executive Secretary