

MINUTES
OAK LAWN PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting, March 19, 2024 at 6:48 p.m.

The regular meeting of the Oak Lawn Public Library Board of Trustees was held on Tuesday, March 19, 2024 at Oak Lawn Public Library. President McDermott called the meeting to order at 6:48 p.m.

ROLL CALL

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

Trustees Absent: Mr. Skibinski

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

- No activity this month

CONSENT AGENDA

APPROVAL OF MINUTES

Regular Meeting, February 20, 2024

The minutes as presented.

BILLS AND INVOICES

Payment of bills and invoices for general obligations as represented by checks numbered 34407-34463 for \$96,925.70 as presented.

Report of the voided checks as presented.

REPORT OF THE DIRECTOR

Personal Changes

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

- **APPOINTMENTS** – The following changes took place during the month:

No activity this month.

- **CHANGES** - The following changes took place during the month:

- Rachel Weyer, has accepted the position of Level 2, Adult Young Adult Services Associate, in the Adult Young Adult Services Department, effective 02/16/24.

- **DEPARTURES** – The following departures took place during the month:

No activity this month.

POLICY REVIEW

There were no changes made to the following policies.

BP 2.3A	Suggested Reading List for Public Library Board Orientation
BP 2.4	Transition of New Trustees to the Board
BP 2.5	Bereavement Observance
BP 3.14	Media Contact Guidelines
BP 4.2	Programming

END OF THE CONSENT AGENDA

MOTION: Made by Ms. Brightmore, seconded by Mr. Kelly: 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 February 2024, we would normally be at 16.67% through the budget; expenses are currently at 13.9%.

MOTION: Made by Mr. O'Donnell, seconded by Ms. Brightmore: 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:

February 2024 Statistics highlights:

- Physical circulations were at 28,101, an increase of 286 items over January
- Digital circulations were at 6,612, a decrease of 669 items from January
- Gate counts for February were 17,950, and increase of 3,501 people compared to January
- There were 132 programs recorded in February with 4,884 people participating.

Building & Grounds:

- Hallett Movers have successfully relocated the AV shelving to a temporary area to allow for the construction.
- Construction Solutions has been waiting on approval of the building permits from the Village. After reaching out to the Building Dept, they expect to have the approved permits either Monday March 18 or Tuesday March 19. The plastic sheeting is scheduled to be in place Friday March 15th, in anticipation of the project beginning.
- We have had multiple issues with the South elevator in the past 2 months. The Fire Dept was contacted twice and a patron complained to the State Fire Marshall who sent a representative to check our records as well as the Village's. All our inspections are up to date, we have a maintenance contract, and each incident has documentation from the elevator repair company has a resolution noted about the safe status of the elevator. We have just been unfortunate that each occurrence was caused by different minor issue such as a worn gate latch or something stuck in the track.
- The South elevator is the ONLY ADA compliant mode to get down to the meeting rooms for programs, it is imperative that we keep it working. In order to extend its life, I have decided to limit the public use of the South elevator to the lower level and the 1st floor. All traffic to the 2nd floor is being routed to the North elevator. We have posted a floor sign in the lobby as well as signs at each elevator. The elevator company has installed locks on the South elevator that require its use to the 2nd floor (as it already had to get to the roof access). It may be inconvenient, but at this time, it is my solution to reduce wear and tear on the elevator to prolong its use. If we continue to experience issues after the reduced usage, I will have to explore options for replacement.

Events/Happenings:

- Youth launched their Kids in the Kitchen program series earlier this month. The first topic was pancakes on Saturday March 9. The 9:30 session for 6-11 year-olds maxed out at 13 kids, the 11:30 session for 12-14 year-olds had 4, and Sophie Welsh, the Youth librarian held an additional session at 2pm for those that didn't get into the 9:30 session. 9 more kids attended at 2pm. This was a great turnout for a new program series. We look forward to future installments.
- On March 12, we hosted an ATLAS Training event, Friends, Foundations & Fundraising. Myself and Celeste Brown, our Friends president presented on the topic of Friends, Frank Murray, Director at Evergreen Park and Jewanna Apawu, President of the EPPL Foundation presented on Foundations, and Jesse Blazek, Director of the Palos Heights Public Library presented on Fundraisers. We had a group of 49, and it was a very informative session. Following the event, ATLAS officers asked me to consider joining their Executive Board.
- Friday March 22 is the next Friends' Trip, this time to see the Downton Abbey Exhibition. Tickets are still available.
- Next week is Spring Break in Oak Lawn schools, and Youth and Teen staff have activities scheduled everyday weekday.
- The library is closed Sunday March 31st for the Easter Holiday.
- The week of April 1 is the annual PLA convention in Columbus, Ohio. Myself, and three other managers will be attending.

Administrative:

- On Thursday February 29, I met with Trustees Kate McDermott and Heather McCarthy for review of my annual evaluation, completing the process that was begun in January.
- The emails went out from the Cook County Clerk's Ethics Department. All Board members are required to complete the filing. Emails were dated 3-11-24, if you do not see this email in your inbox, please check your SPAM/Junk folder, as they often show up there in personal email accounts. Filing deadline is May 1, 2024.
- The library is launching a new programming and meeting room calendar on April 1st. The current calendar is being discontinued later this year and our contract is up in June. Staff have been building the calendar parameters and have transferring over entries for several weeks now. Multiple trainings have been underway for staff to learn and explore before the full launch. I hope to be able to give the Board a view and demonstration at the April meeting.
- In February, we had multiple instances where webpages were unavailable or documents posted on our site were flagged as potentially dangerous. Our IT staff investigated and found that there were some corrupted files on the website server. When they attempted to delete and replace them, it caused the whole site to crash. We hired the company that created the latest version of the site to make the fix. Since then, all the pages are back online, the files have been

cleaned and we have been verified safe by Google, so no one should be getting anymore warnings.

- The library had its first in-service day for 2024 on Tuesday March 5. We changed the agenda from previous meetings to having the majority of the presentations done in-house by staff. General feedback from staff was that it was more interesting because the topics were very relevant to everyday work. Some of the topics covered were:
 - Director's update
 - Social Security 101 (Virtual from SSA staff)
 - Emergency Procedures review
 - Library Calendar
 - Local history exhibit
 - Genealogy Resources
 - And more

OLD BUSINESS/DISCUSSION ITEMS

Ridgeland School District 122 & Oak Lawn Chamber of Commerce Present Business After Hours at Simmons Middle School Fine Arts Center. The Open house will be Wednesday, March 20, 2024 from 4pm – 6pm

Voice Over IP System

Ms. Williams presented the two bids received for the VOIP project. Discussed prices and RFP responses. This will come back on the April agenda as an action item.

Working Group Reports

Emergency Procedures

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

OLPL in the News – newspaper articles highlighted

- Leading authors set for RomCon
- Southland article
- Love Is In The Air At The Oak Lawn Public Library's RomCon
- Love is in the air at the RomCon 2024

NEW BUSINESS/ACTION ITEMS

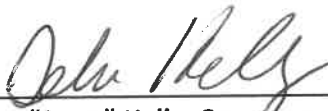
No new business this month

ADJOURNMENT

MOTION: Made by Ms. Brightmore, seconded by Mr. O'Donnell: To Adjourn the Oak Lawn Public Library Board Meeting at 7:22 p.m. Motion passed by unanimous voice vote.



Kate McDermott, President



John "Sean" Kelly, Secretary