



CITY OF OAK PARK

OAK PARK PUBLIC LIBRARY

Mayor
Marian McClellan
Mayor Pro Tem
Shawn Whitehead
Council Members
Solomon Radner
Julie Edgar
Stephanie Crawford
City Manager
Erik Tungate

Oak Park Public Library- Library Board Meeting Minutes
Tuesday, Apr 15, 2025 @ 6:30
Executive Conference Room in City Hall

- I. Call to Order – 6:33
- II. Roll Call:
Noson - Present
Cheryl - Present
Solomon – Not Present
Zakiya – Not Present
Ken - Present
Leslye - Present
Hilery - Present
- III. Approval of Agenda
Motion by: Ken
Second by: Hilery
Pass unanimously
- IV. Approval of Mar 18, 2025, Meeting Minutes
Motion by: Ken
Second by: Cheryl
Pass unanimously
- V. Public Comment – 3 minutes maximum
Carol Taylor, Oak Park, member of Friends of Library, general greeting.
Wil McCann, long-time resident of Oak Park, general greeting.
- VI. City Manager’s Report – Erik Tungate submitted report read aloud by Kimberly Schaaf
- VII. Treasurer’s Report
Motion to approve treasurer’s report in amount of \$8,036.76 by Cheryl. Ken second.
Noson - Yes
Cheryl - Yes
Solomon – Not Present
Zakiya – Not Present
Ken - Yes
Leslye - Yes
Hilery - Yes
- VIII. Library Director Report – Kimberly Schaaf
 - A. Events / Library Happenings / Mar - Apr Incidents

Directors Report - April/May 2025

Events:

- Two author visits in April:
April 8 - The Grand Bargain (Judge Gerald Rosen), book about Detroit Bankruptcy was very interesting!
April 30 – Rita Woods, speculative fiction author coming with partner Book Beat.
- May – Pollinator Gardens program
- Recycled Moss Terrarium program aimed at youth and families as a partner of the Recycling and Conservation Commission on April 24.
- History Helpers continues.
- Friends Volunteer Round-up to try and boost Friends involvement May 8 @ 6:30
- Traditional large book sale happening May 14-18.
- Starting repeat programs:
 - Coloring with Friends / Every Wednesday 5:30 – 7pm
 - Needlework Neighbors / 2nd and 4th Thursdays @ 6:30

Library / Building Happenings:

- STEM grant for \$2000 awarded to OPPL by the Professional Association of Electrical Engineers for circulating science kits with a focus on engineers and electrical.
- Cameras are operational and have been utilized. Some improvements are being discussed with City Admin.

Staff-Related News:

- We will be posting a PT Clerk position due to a resignation.

Incidents:

- Two incidents:
 - Suspension of a patron regarding threatening behavior on April 2nd. Public safety was involved.
 - Suspension of a patron from Rec and Library by the City Manager for threatening behavior on April 9th. Public safety pursuing criminal charges.
-Questions regarding City Manager involvement in this particular incident. Answer: This suspension extended beyond the library and thus made CM involvement necessary.

B. Statistics reviewed. Higher new library card number because of classroom visits.

IX. Committee Reports – Strategic Goals Committee

Committee will consist of Hilery, Cheryl, Leslye from Library Board. Adam O. (Assist City Manager) will participate. Kimberly and other library staff members.

X. Old Business

A. Afterschool Safety: Staff feel that it's important to leave the call-for-service period in place on school days next year. Re-visit the policy after the City complex changes have happened. Cameras have been installed.

B. Website / Logo – Library Director met with Comms Director. More information in May regarding this.

C. CIA Capture – Library Director met with City Manager regarding questions about the library board sending the CIA a written request to reimburse the library over a period of time for mistakenly taken funds. Discussion about options and possible outcomes. Board agreed to remove from agenda and accept that the library will not be receiving the funds mistakenly taken.

D. Fed Impact on Budget/Services – Kimberly will attend directors meeting with Library of Michigan on April 24th. Communications regarding possible outcomes have not been made public yet. After more information is received about definitive dates, public info will be released.

XI. New Business

A. Budget Approval for FY25-26, 26-27, 27-28

Discussion about financial authority and the process of preparing the budget. Discussion about years 2 and 3 capital outlay. Ken stated for the record that he feels security should in part be paid for by the City and School District.

Motion to approve budget

Motion by: Hilery

Second by: Leslye

Discussion:

Noson - Yes

Cheryl - Yes

Solomon – Not Present

Zakiya – Not Present

Ken - Yes

Leslye - Yes

Hilery - Yes

- B. Online archives “Take-Down Policy” – Discussion of online archives and the process of a public person requesting we remove something due to privacy or copyright reasons. Cheryl and Ken brought up liability. Ken suggested the wording “business days” in last paragraph. Kimberly amended to reflect the change.

Motion by Cheryl to approve the policy.

Second by Ken. Unanimously approved.

- C. Printing costs – Discussion of need for new printer and rising supply costs. The photo copier print cost has never increased in the history of the library. Currently photocopier is .10 and computer printing is .15.

Motion to increase the photocopier machine cost from .10 to .15

Second by Hilery.

Noson - Yes

Cheryl - Yes

Solomon – Not Present

Zakiya – Not Present

Ken - Yes

Leslye - Yes

Hilery – Yes

This will take place at the start of the new fiscal year (July 1)

- D. Donation Recognition – Ken Sherman (Donated April 1, 2025) – Ken donated in honor of his dog Duster for purpose of enhancing our collection.
- E. FY24-25 4th Qtr Budget Amend re: Sherman Donation

Motion to increase donation revenue line by \$1500 and expenditure line (supplies – donation) by \$1500.

Motion by: Ken

Second by: Leslye

Noson - Yes

Cheryl - Yes

Solomon – Not Present

Zakiya – Not Present

Ken - Yes

Leslye - Yes

Hilery - Yes

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- F. Webinar – Ken Sherman attended MLA webinar on March 12 called Libraries and Immigration Rights presented by Immigration Lawyers. Libraries should separate their public and private space so that they cannot access staff-only areas. Kimberly pointed out that we already observe this practice and that library privacy laws are followed at the library.
- XII. Friends of the Library Report
Having a sale May 14 – 18.
Having a volunteer round up May 8th at 6:30 and in-person meeting in room 4.
- XIII. Adjournment – 8:04
Moved by: Ken
Second by: Leslye

Next meeting: May 20, 2025 / 6:30