



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, Sept 16, 2025 @ 6:30 Executive Conference Room in City Hall

- I. Call to Order : 6:31
- II. Roll Call
Noson - Present
Cheryl - Present
Solomon – NP (out of country)
Ken - Present
Leslye - Present
Dana - Present
Hilery – NP (sick)
- III. Approval of Agenda
Motion: Ken
Second: Cheryl
All in favor
- IV. Approval of Aug 19, 2025, Meeting Minutes
Motion: Ken
Second : Cheryl
All in favor
- V. Public Comment – 3 minutes maximum
None
- VI. City Manager's Report - None
- VII. Treasurer's Report (Aug Bills)
Motion to approve in amount of \$15,255.71: Leslye
Second: Ken
Roll Call Vote:
Noson - Y
Cheryl - Y
Solomon - NA
Ken - Y
Leslye - Y
Dana - Y
Hilery - NA
- VIII. Library Director Report – Kimberly Schaaf

Events / Library Happenings / Aug-Sept Incidents
Aug / Sept 2025

Events:

- Summer Reading Finale Party – Aug 17 – Puppet Show / Vision Checking / Community Organizations (centered on Youth) had around 76 people for the puppet show and 16 for the vision screening.
- Oak Park History Book Event – Aug 21 / 6:30 – Author, Jack Lessenbury (and late Keith McClellan) / Proceeds from book sales benefit Friends of the Library at behest of Mayor McClellan – had around 80 people
- Ongoing Monthly programs include: Romance Book Club, Craft Night, Afternoon Tea, History Helpers.
- Fun programs in October: Murder Myster Dinner (FULL), Flower Arranging 101 (FULL), Cookbook Swap, and for kids: Sunday Storytimes, Lego contest, and Fire Safety Day Oct 9.
- Starting October 6 – Get a Potato Costume Contest kit
- Staff members have attended OP school open houses to do library card sign up and meet community members to encourage them to use the library.

Library / Building Happenings:

- HVAC Update: Cost of replacing part was approved by City Council Sept 2nd.
- Request for maintenance to put our cupboards back in the library (removed from computer lab during re-design) only to find out the countertops are missing. Options being explored.

Staff-Related News:

- Kimberly was accepted into a Library Financial Certification program being sponsored by Library of Michigan and the University of Georgia (Carl Vinson Institute of Government). It will entail completing six courses on Gov and Library finance between October and July 2026. Library of Michigan is paying for the certification (about \$1500).

Incidents:

- Adult male that was previously suspended for one year for violent behavior came back into the building. Reported that he did not get the mailed notice. Police removed him with no further incident. He was handed a copy of the notice.
- Incident regarding a youth that punched another youth was discussed. The incident was disturbing because it appeared to be random (the two youths were unknown to each other) it was quick, and quietly executed with no staff or security knowing it took place. Director followed up with police dept and banned the perpetrator from the premises.

A. Statistics reviewed.

- IX. Committee Reports – Strategic Goals Committee: Met on Sept 8th. Cheryl explained the goals and focus of the committee. At the last meeting other libraries' strategic plans were reviewed. We reviewed our last survey that was put out before the library re-design. The discussion also centered around who we would survey and how. Next meeting will be in October. Some areas of interest were discussed.

- X. Old Business

A. Afterschool-Time Safety – Discussion of history of offerings and approaches to teen population. Security near bathrooms will be enhanced.

- XI. New Business

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- A. Boards and Commissions Training / Attendance / Meeting Doc Access
The clerks department will be contacting board members for a formal in person meeting possibly in November. More information to come.
 - B. Appointments / Re-appointments: Welcome Dana! Thank you, Cheryl and Leslye!
 - C. Annual Report
Kimberly distributed an annual report that covered various statistics and library accomplishments.
 - D. Printer Contract
The City is reviewing printer quotes. Xerox decided to change their business model and bill the library and City for their discrepancies in billing. Talks regarding resolution in progress with City Manager.
- XII. Friends of the Library Report – Book sale is coming the second week of November. There is an author event on September 20 at Dog and Pony Show for Jack Lessenbury's Oak Park History Book (written also by historian Keith McClellan, Mayor McClellan's late husband). Proceeds from the History book sales will generously go to Friends of the Library at the behest of Mayor McClellan.
- XIII. Adjournment: 7:47
Motion: Ken
Second: Cheryl

Next meeting: October 21, 2025 / 6:30