



CITY OF OAK PARK

OAK PARK PUBLIC LIBRARY

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

Oak Park Public Library- Library Board Meeting Minutes Tuesday, Dec 16, 2025 @ 6:30 Executive Conference Room in City Hall

- I. Call to Order called to order by @ 6:32
- II. Roll Call
 - Nosom Daitchman - Present
 - Cheryl Daniel - Present
 - Kenneth Sherman - Present
 - Leslye Richie - Late
 - Hilery Cash - Late
 - Solomon Radner - Absent
 - Dana Braxton - Present
- III. Approval of Agenda
 - Moved by Kenneth
 - Second by Cheryl
 - i. All members in favor
- IV. Approval of Nov 18, 2025, Meeting Minutes
 - Cheryl moved to approve
 - Ken seconded to approve
 - i. All members in favor
- V. Public Comment – 3 minutes maximum - no comments/ no residents attended.
- VI. City Manager's Report - no report
- VII. Treasurer's Report (Nov Bills)
 - Xerox gave us a credit of 3,433.94 for erroneous charges.
 - Cheryl asked about Attorney charge and why City Attorney is not used. Kimberly explained that the Library works with an attorney who specializes in library law for this particular issue. She will use the City Attorney for general matters as a cost-saving measure.
 - i. Hilary - Moved to approve treasurer's report in amount of \$3442.30
 - ii. Leslie - second

Vote to approved Treasurer's Report:

 - Nosom Daitchman - Y
 - Cheryl Daniel - Y

- Kenneth Sherman - Y
- Leslye Richie - Y
- Hilery Cash - Y
- Solomon Radner - Absent
- Dana Braxton - Y

VIII. Library Director Report – Kimberly Schaaf

Nov/Dec 2025

Events:

- Vision boards for adults on December 30th.
- Big Library Playdate: Jan 2 from 10am to 4pm (drop in anytime)
- Sunday Storytime: Jan 4 at 4:00pm
- Chopped Contest Pickup starts January 6 (get a bunch of random ingredients, make something, submit your photo of what you made to get entered for a prize).
- Book Club: Jan 7 at 6:00pm
- Puzzle Contest: Jan 11 from 2pm - 4pm
- Cheese Talk (sponsored by Friends) Jan 20 at 6:00pm
- Library / Building Happenings:
 - Hagopian heat steam cleaning came on Dec 12 to clean all carpet and furniture.
 - Parking lot “cut-through” to ice arena lot is complete.
 - Guaranteed Furniture Services (Berkley / 11 Mile) picked up two loveseats Dec 16.
 - TLN came and all public machines, staff circulation, and staff reference were updated to WIN 11 to ensure operations continue and minimize risks.
 - Water was shut off on Friday 12/12/25 by City for maintenance work. The library ended up being closed past the originally established time because the workers ran into a problem. Instead of opening at 11am, the library opened at 12:15pm.
 - HVAC was called out the week of 12/8 to determine what was causing a very loud noise. They were able to fix it.
- Staff-Related News:
 - Next all staff meeting will be December 22 / Discussion and Safety Drills.
 - Emily Good and Kimberly sponsored a library staff luncheon on 12/9/25 which involved Emily coordinating Panera boxed lunches for the staff that day.
 - Holiday games and prizes are going on weekly through the month of December (sponsored by Kimberly) to give thanks to the staff and their hard work throughout the year.

- City-wide staff luncheon was held 12/16.
 - Incidents:
 - No incidents since last meeting.
 - Statistics
- IX. Committee Reports – Strategic Goals Committee
- Kim will present a survey soon for the committee to review
 - No meeting in Jan. Will meet again in Feb.
- X. Old Business
- A. Afterschool-Time Safety: reminded staff to keep doors open when temps drop low enough to warrant the warming center.
- B. Website Update – Council approved a vendor.
- C. Bylaws: Attendance Language
- a. Vote
- i. Motion to add attendance language to the bylaws - Leslie
- ii. Seconded by Hilery
- Nosom Daitchman - Y
 - Cheryl Daniel - Y
 - Kenneth Sherman - Y
 - Leslye Richie - Y
 - Hilery Cash - Y
 - Solomon Radner - Absent
 - Dana Braxton - Y
- Kimberly will report all absences to Ed Norris, City Clerk, and will update the Board on the absence-reporting process.
 - Cheryl also inquired about the responsibilities of City Council Liaison members serving on the Library Board. Kimberly will seek further clarification and provide an update to the Board.
- XI. New Business
- A. Closed Session - Pursuant to Section 8 of the Open Meetings Act, to convene a Closed Session to discuss attorney-client privileged communication.
- a. No discussion. Nothing to report per Kimberly.
- B. Review/Discussion of Open Hours (suggested by Dana)
- C. Social Media Policy - TBD moved to Old Business
- D. January 20 Meeting - moved to west conference room.
- XII. Friends of the Library Report -

- Movie night packages made
- Feb 9 to 13th. Bag sale

XIII. Adjournment – 7:48PM

- Motion by Ken
- Second by Hillery

Next meeting: January 20, 2026 / 6:30

***Location: City Hall West Conference Room**