

January 26, 2016

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, January 26, 2016 in the Scoville Room of the Main Library. President Baron called the meeting to order at 7:30 p.m.

1. **Roll Call and Call to Order**

Present: Library Trustees Baron, Foss, Fox, Fruth, Kelenson, and Samuels

Absent: Library Trustee Millan

Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director for Capacity and Infrastructure; Eric Battaglia, Elsworth Carman, Elizabeth Marszalik, and Lori Pulliam, Managers of Experiences and Initiatives; Gary Cuneen, 616 S. Harvey, Oak Park, representing the PlanItGreen Project; Mary Rose Lambke, observer from the League of Women Voters; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – December 15, 2015**

Mr. Fruth moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, December 15, 2015. Ms. Kelenson seconded the motion.

Ayes: all.

Trustee Fruth left the meeting at 7:50 p.m.

3. **Trustee Comments and Board Calendar**

In response to a question from Mr. Foss, Mr. Seleb and Ms. Pulliam said that Library Museum passes for customers are obtained through a consortium agreement and we do not have control of what museums participate and how many passes are available at any one time. Passes are available on a first come, first served basis and cannot be reserved. They are generally issued for a period of one week.

Ms. Fox said she would like to express her appreciation and thanks to the Park District of Oak Park for the holiday light decorations in Scoville Park.

Ms. Kelenson noted that she had received a question from a customer as to why noted appendices to the publicly posted minutes of Board of Library Trustee meetings are not also available on the website. Mr. Seleb and Ms. Earle said that appendices are filed with the official, physical copies of the minutes in Administration and are available to anyone upon request. However, Mr. Seleb said he sees no reason why we could not post the full meeting packet prior to the each meeting, which would provide all materials that the Board of Trustees receives each month. Staff will do this going forward.

Trustees also reviewed the Board Calendar for January 2016.

4. **Visitor Comments**

Gary Cuneen of Seven Generations Ahead gave an overview of the PlanItGreen Environmental Sustainability Initiative. He reviewed a *Quick Glance Trends and Metrics* assessment document in the areas of Energy, Transportation, Education, Waste, Water, Food, Community Development, Green Economy and Open Space & Ecosystems.

A question from Mr. Baron led to a discussion of how the Library can improve in the areas of energy efficiency and sustainability. Mr. Madigan discussed the Library's most recent exploration of the possibility of installing solar panels, but at the time the cost was prohibitive.

In the area of solar power, Mr. Cuneen said there is interest in locating a solar facility in the Austin neighborhood of Chicago, as there are larger tracts of open space and such a venture could create many jobs and an economic boost for the area.

5. **Staff Reports**

Eric Battaglia, Manager of Experiences and Initiatives, Digital Services gave a report on the recent installation of an induction hearing loop technology in the Veterans Room. This technology is designed to assist people using hearing aids with magnetic technology that drives the audio signal from the podium to their hearing devices while eliminating ambient noise.

Ms. Kelenson suggested that in addition to current signage about the new service, program introductions mention this new technology prior to the start of each program.

6. **Financial Reports**

a. **Disbursements for December 2015**

Mr. Foss moved approval of Disbursements for December 2015. Ms. Kelenson seconded the motion.

After some discussion of specific items, Mr. Baron called the question. Ayes: all.

A copy of *Resolution on Disbursements, December 2015* is attached to these minutes as Appendix I.

b. **December 2015 Financial Reports**

Trustees reviewed and discussed bank balances and the Statement of Income and Expense for December 2015.

7. **Unfinished Business**

a. **Intergovernmental Agreement between the Village of Oak Park and the Oak Park Public Library**

Trustees reviewed and discussed *Intergovernmental Agreement between the Village of Oak Park and the Oak Park Public Library*. The agreement provides for the Library to receive 25 monthly parking passes for the Village Avenue Parking Garage on North

Boulevard at a reduced price for use of Library staff. This would in turn free up more spaces in the Library parking garage for Library patrons.

There was discussion of Section 4.1 in which the Agreement states that Library employees would be allowed to use the passes to park on levels 3 – 6 of the Avenue Parking Garage. As there was some uncertainty about how many levels this garage actually has, Ms. Kelenson suggested and it was consensus that this section be clarified to state that Library employees could park anywhere above level 2 of the garage.

Trustees also briefly discussed item 7.b., ***A Resolution Approving an Intergovernmental Agreement between the Village of Oak Park and the Oak Park Public Library to Transfer and Convey the Maze Library Site and Provide Parking Spaces for Use by Oak Park Public Library Employees.***

Mr. Seleb noted that while both the Library and the Village have always understood that the Maze site and building are the property of the Library, the PIN for the property is listed with the county recorder of deeds as being owned by the Village of Oak Park. Once this resolution is adopted, the Village will execute a Quit Claim Deed to transfer the site to the Library in the official record.

Mr. Samuels moved adoption of ***Intergovernmental Agreement Between the Village of Oak Park and the Oak Park Public Library*** regarding parking passes for Library staff at the Avenue Parking Garage pursuant to the clarification discussed for Section 4.1; and also to adopt ***A Resolution Approving an Intergovernmental Agreement Between the Village of Oak Park and the Oak Park Public Library to Transfer and Convey the Maze Library Site and Provide Parking Spaces for Use by Oak Park Public Library Employees.***

Mr. Foss seconded the motion and a roll call vote was taken as follows:

Ayes: Library Trustees Baron, Foss, Fox, Kelenson and Samuels

Nays: None

Absent: Library Trustees Fruth and Millan

8. **New Business**

a. **Agreement with Hemingway Foundation on Hemingway Archives**

Mr. Seleb presented for discussion ***Agreement to House Hemingway Archives***. The old agreement with the Hemingway Foundation for the Library to house their archives has been expired for some time. The new agreement clarifies ownership of the collections and stipulates provisions for the Library's care of those collections. There is no expectation of payment to the Library from the Hemingway Foundation, as the Hacking Hemingway digitization grant has made care of these items and making them more widely available to the public part of the Library's strategic plan. Also, the Hemingway Foundation does not have the disposable funding to be able to meet such a requirement.

Mr. Seleb would like the Hemingway Foundation to have the opportunity to adopt the agreement before Library does, so the proposed agreement will be presented for action by the Board of Library Trustees at the regular meeting in March.

b. **Proposal to Appoint a High-school Student Liaison to the Board of Trustees**

Mr. Seleb said that Trustee Foss has suggested that the Board of Library Trustees appoint a High-school student liaison to the Board of Library Trustees. In talking with Mr. Madigan, Mr. Foss said he had learned that when the New Main Library was built there was a teen advisory council. A student liaison would provide the perspective of teens to inform decision making in the area of providing collections, services and programming for this population.

There was discussion and Ms. Kelenson said that she likes the concept of having teen input, but that Trustees might not need a teen representative at every board meeting. She suggested that the new Manager for Community Resources might have ideas on how to bring more teen engagement and perspective into library decision-making.

c. **Library Board Representation to the Park District Feasibility Study Task Force**

Mr. Seleb presented a schedule of upcoming meetings and timetable of activities for the Park District of Oak Park District Feasibility Study for a Community Recreation Center. Mr. Samuels volunteered to represent Trustees at an agency meeting for the Library on February 24.

9. **Reports**

a. **Executive Director – Library Effectiveness**

In addition to his narrative report, Mr. Seleb discussed a new structure for reports to Trustees at regular Board meeting as well as a *How We Work and How We Report* graphical representation of organizational structure provide at Trustee places.

A copy of the Executive Director's narrative report is attached to these minutes as Appendix II.

b. **Deputy Director – Library Capacity and Infrastructure**

Mr. Madigan reported on the selection of flooring for the lower level of Maze Library and the continuing problem with occasional dampness from rising water. This causes separation at the seams of the current sectional flooring and creates a tripping hazard. The contractors have suggested that single sheet flooring rather than seamed flooring might last longer and mitigate the hazard. Installation of this flooring might take up to five days and close the lower level to the public. Since this would effectively remove access to the public restrooms, the entire building will need to be closed during the installation. There was discussion and it was agreed to move forward with the project. Staff will make sure that the closure is well publicized and that service to the public at Main and Dole Branch Libraries continue to meet the needs of all customers during the Maze closure.

A copy of the Deputy Director narrative report is attached to these minutes as Appendix III.

c. **Managers – Library Experiences and Initiatives**

A copy of the narrative report from the Manager of Experiences and Initiatives is attached to these minute as Appendix IV.

d. **Library Statistics**

Trustees reviewed and discussed *Oak Park Public Library Use Statistics, December 2015*.

e. **Friends of the Library**

Ms. Kelenson reported on the meeting of the Friends of the Library Executive Board held on January 25. Membership in the Friends of the Oak Park Public Library continues to decline and it was suggested that the new Storyline magazine could be useful in promoting membership in the Friends of the Oak Park Public Library. The Friends also discussed their disappointment in the cancellation of Smartypants Trivia Night and asked if there was a way that they could help to continue this event.

f. **Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly, ILA Public Policy Committee)**

Mr. Foss reported on the IGov Group meeting where agencies presented their financial information. Unfortunately, it is very hard to compare agencies in any constructive manner because of the differences in revenue sources.

g. **Collaboration for Early Childhood**

Ms. Fox said she had no report.

h. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from December 11, 2015 through January 20, 2016* was included in Board packets.

10. **Adjournment**

There being no further business, at 9:44 p.m. Mr. Samuels moved adjournment of the meeting. Ms. Kelenson seconded the motion and the meeting was adjourned by acclamation.