

November 15, 2016

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, November 15, 2016 in the Scoville Room of the Main Library. The meeting was called to order at 7:30 p.m. by President Baron.

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; Elizabeth Marszalik, Experiences and Initiative Manager, Materials Services; Lori Pulliam, Experiences and Initiatives Manager, Public Services; Jodi Kolo, Communications Manager; Kathleen Spale, Assistant Manager, Materials Services; Leigh Tarullo, Curator for Special Collections; Barbara Fitzgerald, Librarian, Materials Services; Shelley Harris, Librarian, Children's Services; Miles Jackson, 525 S. Euclid Avenue, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – October 25, 2016**

Ms. Kelenson moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, October 25, 2016. Mr. Fruth seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Baron commented that he appreciated the opportunity to meet, network, and learn with Trustees from the River Forest Public Library.

Ms. Kelenson said that Trustee Millan had felt it useful and that another such event should be scheduled after the April general election.

Trustees reviewed the Board Calendar.

Mr. Seleb noted that the last Friends of the Library Executive Board meeting of the year is scheduled for November 21. Mr. Foss requested that Mr. Seleb ask the Friends of the Library for funding to sponsor the visit of a Cuban Librarian to Oak Park.

In response to a question from Ms. Kelenson, Mr. Seleb said that a soft opening of the new Multicultural Collection is scheduled for November 25 at Dole Branch Library.

4. **Visitor Comments and Staff Reports**

a. **Materials Services/Collection Development**

Elizabeth Marszalik, Experiences and Initiative Manager for Materials Services, presented on changes in collection development processes to align with the Library's new Collection Strategy Statement. The Library has four librarians in Materials Services responsible for collection development as well as selectors in Children's Services and a Special Collections team led by Leigh Tarullo. Additionally, the Library receives collection development assistance from two librarians at our main book vendor, Baker & Taylor.

Leigh Tarullo, Special Collections Curator, discussed recent Special Collections projects including conclusion of the Hacking Hemingway grant. In addition, this year the Library has received a \$2,900 matching grant to implement the software Archive Space.

Kathleen Spale, Assistant Manager for Materials Services, presented on the Collection Strategy Statement, highlighting how collection development is driven by various factors including reviews, the broader collections available via the SWAN consortium, direct requests from customers, and conversations during staff public service desk time to engage with community members to find out what materials most interest our community members.

Barbara Fitzgerald, Materials Services Librarian, discussed her areas of specialization in print fiction for adults and online resources. She noted that she looks at social media to follow trends and talks with staff and community members at both Main Library and the branches to gauge community

interests. Community driven collections reflect the Library's strategic priorities of engagement, learning, and stewardship.

Shelley Harris, Children's Services Library, presented on ordering children's materials and preparing the Multicultural Collection for public access. Right now, kids are really excited about the musical Hamilton, so staff is ordering materials related to that subject and trying to tie this into library wide programming.

5. **Financial Reports**

a. **Disbursements for October 2016**

Mr. Fruth moved approval of *Resolution on Disbursements, October 2016*. Ms. Kelenson seconded the motion.

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

A copy of *Resolution on Disbursements, October 2016* is attached to these minutes as Appendix I.

b. **Financial Reports**

Trustees reviewed and discussed bank balances and the Statement of Income and Expense for October 2016.

6. **Unfinished Business**

a. **Resolution: Salary and Wage Schedule 2017**

Mr. Madigan explained that the proposed *Salary and Wage Schedule 2017* had been presented for Trustee review at the October 2016 regular meeting and reviewed a memorandum outlining changes and the impetus for those changes.

Mr. Foss moved approval of *Salary and Wage Schedule 2017*. Mr. Fruth seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent Library Trustee Millan

A copy of *Salary and Wage Schedule 2017* is attached to these minutes as Appendix II.

b. **Resolution: Fiscal Year 2017 Budget and Statement of Financial Requirements**

Mr. Madigan presented the final draft of the proposed Fiscal Year 2017 Budget with two minor changes; an increase in funds by \$300 to be given to the Collaboration for Early Childhood based on their request; and the purchase of crime insurance which covers the Board of Library Trustees in lieu of a Treasurer's bond.

Mr. Seleb noted that the revenue side of this budget assumes that the Library will go fines free on June 1, 2017. There will be a resolution brought to the Board of Library Trustees to formally adopt that policy change early next year.

Mr. Fruth moved approval of the proposed Fiscal Year 2017 Budget as presented and the adoption of a *Resolution Setting Forth Financial Requirements for the Oak Park Public Library for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017* for inclusion in the Village of Oak Park property tax levy ordinance.

Ms. Kelenson seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustee Millan

A copy of *Resolution Setting Forth Financial Requirements for the Oak Park Public Library for the Fiscal Year Beginning January 1, 2017 and Ending December 31, 2017* is attached to these minutes as Appendix III.

c. **Strategic Plan**

Mr. Seleb said that *Oak Park Public Library Strategic Plan 2017* is presented this evening for approval by the Board of Library Trustees.

Mr. Foss moved approval of *Oak Park Public Library Strategic Plan 2017* as presented Mr. Fruth seconded the motion

There was some discussion of the Strategic Priority for Learning and it was consensus that while Oak Park Public Library is a champion of open access to services and materials at the Library, the word "free" should be deleted, as Oak Park residents do fund the Library through their property taxes.

Mr. Baron called for a vote to adopt as amended. Ayes: all.

d. **Travel Expense Reimbursement Policy**

Mr. Seleb noted that the new *Oak Park Public Library Resolution Establishing a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Act (Public Act 099-0604)* was presented last month for Trustee discussion. At that time it was Board consensus to set the daily travel expense limit without prior Board approval at \$500 per day. The document before the Board this evening incorporates that limit into the resolution.

Ms. Kelenson moved approval of *Oak Park Public Library Resolution Establishing a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Act (Public Act 099-0604)* as presented. Mr. Foss seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustee Millan

A copy of *Oak Park Public Library Resolution Establishing a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Act (Public Act 099-0604)* is attached to these minutes as Appendix IV.

7. **New Business**

None

8. **Reports**

a. **Executive Director – Library Effectiveness**

In addition to his narrative report, Mr. Seleb highlighted progress made during 2016 on Library strategic priorities.

Ms. Kelenson noted that at the session with River Forest Trustees and staff it was interesting to note that there is quite a bit of interest in the Harwood method.

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

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

Mr. Madigan had two additions to his narrative report. Installation of new hand dryers throughout Library restrooms is complete and staff has already received compliments for this change.

Last Wednesday, Mr. Madigan attended a very successful meeting in the Veterans Room at which the Homeless Coalition put forth a document with

specific initiatives to end homelessness in Oak Park. The Library was recognized as a significant contributor to that effort.

Mr. Madigan also reported on the activities of the Art Committee. A lot of progress has been made around preservation and curation issues as well ideas for programming to showcase the Library collection. However, there is more work to be done and the Committee will continue to do it.

Copies of the Deputy Director's narrative report and Status Report from the Art Committee are attached to these minutes as Appendix VI.

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

A copy of *Library Experiences and Initiatives Report – October 2016* is attached to these minutes as Appendix VII.

Ms. Kelenson noted that this is a wonderful report showing examples of how Library staff is working to achieve more and more community engagement and to act on the Library strategic priorities.

d. **Library Statistics**

Trustees reviewed and discussed *Oak Park Public Library Use Statistics, October 2016*. There was discussion of some possible reasons for the decrease in Library Visits compared to 2015.

e. **Friends of the Library**

The next Friends of the Library Executive Board meeting is scheduled for November 21.

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

Ms. Fox reported on the most recent meeting of the I-Gov Group. The group reviewed documents from table conversations at the Joint Assembly. Anecdotal evidence of why people move to Oak Park shows that schools and parks are a big draw. There was the beginning

of discussion of each agency developing a document to give to real estate brokers in the Village.

Mr. Fruth reported that the Illinois General Assembly is in veto session this week. There has been no progress on the State Budget.

Mr. Seleb reported that the ILA Public policy is recommending that the Illinois General Assembly give library districts in Illinois the same authority to add advisory referenda questions to local ballots as other government agencies, such as park districts, do. Another recommendation is to raise the competitive bid threshold for certain library and library district projects from \$20,000 to \$25,000.

g. **Collaboration for Early Childhood**

Ms. Fox reported on the most recent meeting of the Collaboration for Early Childhood. Their annual guidebook for parents and caregivers is now available.

h. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from October 21, 2016 through November 10, 2016* was included in Board packets.

9. **Adjournment**

There being no further business, at 9:01 p.m. Mr. Samuels moved for adjournment of the meeting. Mr. Fruth seconded the motion and the meeting was adjourned by acclamation.