

June 21, 2016

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, June 21, 2016, in the Veterans Room of the Main Library. The meeting was called to order at 6:48 p.m. by President Matt Baron, at which time members of the library's Leadership Team introduced themselves and individually shared service team updates. A roll call was done at 7:40 p.m. by Secretary Janet Kelenson

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

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

Absent: None

Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director for Capacity and Infrastructure; Jodi Kolo, Manager for Communication Services; Robert Simmons, Manager for Community Resources; Eric Battaglia, Manager for Experiences and Initiatives, Digital Services; Elizabeth Marszalik, Manager for Experiences and Initiatives, Materials Services; Mary Rose Lambke, observer from the League of Women Voters of Oak Park and River Forest; and James Gates, Board President, Oak Park Elementary School District 97.

2. **Dinner and Discussion with the Leadership Team**

Members of the library's Leadership Team introduced themselves and shared service team updates.

Elizabeth Marszalik, Manager for Experiences and Initiatives, Materials Services, commented on most recent initiatives including completion of material moves on the second and third floors in the Main Library. This included creation of a new (and now popular) travel section and an expanded learning, test resources and careers section. Final steps involved shifts of all third floor adult non-fiction across available shelving, adding second floor shelving for new fiction and new audiobooks, and adding seating. Ms. Marszalik reported more big initiatives include of One Book, One Oak Park and planning for the Multicultural Collection that the library is in the process of acquiring from Oak Park Elementary School District 97.

Mr. Baron asked if some Multicultural Collection pieces might be at the Main Library to promote visits and use of the collection to be housed at Dole Branch Library. Ms. Marszalik agreed this was a viable option. Ms. Kelenson also agreed that she supported some Multicultural Collection artifacts at the Main Library.

Eric Battaglia, Manager for Experiences and Initiatives, Digital Services, talked about working with fellow Experience and Initiative Managers Lori Pulliam and Ms. Marszalik to plan the library's strategic direction with technology. Mr. Battaglia said the team plans to explore more mobile digital learning and direct customer service initiatives with newly hired staff, and also is expecting to outsource network administration responsibilities.

Mr. Fruth asked about ebooks and digital content trends. Ms. Marszalik replied that in Oak Park, as

for public libraries across the U.S., use of streaming is increasing. While digital use continues to increase, the rise is not as dramatic as before. Overall, she added, collection use is steady, and print and digital formats will continue to co-exist.

Mr. Foss asked about the library's role related to digital customer service. Mr. Battaglia replied that focus is on access to information and library resources, and does not typically include device instruction or support. He added that the library offers one-on-one Learning Labs, designed to follow-up on skills taught in library workshops and technology assistants in the Main Library third floor computer space to help with questions.

Ms. Fox asked how library staff members are kept abreast of all technology that the library offers. Mr. Battaglia said a recent change expanded that learning role from one staff member to many, using a new train-the-trainer model.

Mr. Baron asked if positions were new, or replacing outgoing employees. Mr. Battaglia said opportunities arose to separate one position into two, and rehire for the second open position.

Mr. Foss asked how the library archives its digital web content. Ms. Kolo responded that the library's web content management system Drupal and web-based event planning system Evanced both offer un-publish and archive options, so content remains in systems without being publicly available.

Ms. Kolo shared an update on the library's customer satisfaction survey. She reported that about 600 survey responses have been recorded since January, and that the library will conduct two more email pushes to Oak Park Public Library cardholders 18+ years this year, one in September, and a final in December.

Mr. Simmons reported that since beginning in his new role this March, he has connected 48 patrons/families with outside social services. Of that 48, about 35-40% of issues have related to homelessness. Other issues: domestic violence and immigration. Mr. Simmons conducted training on trauma-informed care with library staff. He also reported hiring three new part-time security staff, all set to begin employment with the library on Monday, June 27. Mr. Simmons said he expected to extend a job offer later in the week to employ one full-time community resources specialist.

Mr. Baron asked what percentage of library staff have received training from Mr. Simmons, to which Mr. Simmons replied about half.

3. **Approval of Minutes**

a. **Regular Meeting – May 24, 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, May 24, 2016. Mr. Foss seconded the motion. Ayes: all.

4. **Trustee Comments and Board Calendar**

- a. **November meeting date**
After discussion, it was Board consensus that the November 22 meeting date be moved up one week to November 15, 2016.
- b. **July 4th parade**
Trustees Baron, Fruth, Fox and Foss agree to march with library staff in the Oak Park July 4th parade.

5. **Visitors Comments**

- a. **New IGov insert**
James Gates, Board President, Oak Park Elementary School District 97 outlined the process that led to the creation and proposed printing of a new IGov insert into the OP/FYI community newsletter. Mr. Gates distributed a draft copy and pricing for discussion. The Board took all information under advisement and no action was taken.

6. **Financial Reports**

- a. **Disbursements for May 2016**
Mr. Fruth moved approval of disbursements for May 2016. Ms. Millan seconded the motion. Ayes: all.

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

- b. **May 2016 Financial Reports**
Trustees reviewed and Mr. Seleb answered questions regarding bank balances and the Statement of Income and Expense for May 2016. Ms. Kelenson said she appreciated the memo from Jim Madigan detailing May 2016 income and expenses, and is discouraged not to see TIF payments.

7. **Unfinished Business**

- a. **Multicultural Center Collection**
The Board reviewed a draft Bill of Sale and Intergovernmental Agreement setting forth Terms and Conditions of Transfer of Certain Personal Property to Oak Park Public Library. The final documents are intended to transfer ownership of the Multi-Cultural Center Collection from Oak Park School District 97 to the Oak Park Public Library, and to enable the Library to care for, grow and increase accessibility to the collection.

Mr. Seleb said he had received comments from the library's legal counsel which would be incorporated with this evening's Board feedback in a revised document to be shared back with the Oak Park School District 97.

8. **New Business**

None.

9. **Reports**

a. **Executive Director- Library Effectiveness**

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

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

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

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

A copy of the Managers' narrative report is attached to these minutes as Appendix IV.

d. **Library Statistics**

Trustees reviewed *Oak Park Public Library Use Statistics, May 2016*.

b. **Friends of the Oak Park Public Library**

Ms. Kelenson reported that at the Friends of the Oak Park Public Library June 20 meeting, Mr. Seleb presented the Board of the Friends of the Oak Park Public Library with a letter requesting a \$25,000 appropriation from the Friends to the Library, and that the Friends have found a coordinator, Paul Buckbinder, for the Annual Book Fair to be held July 29 and July 30 at the Oak Park and River Forest High School.

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

Mr. Seleb said there is no new news from the Council of Governments related to release of any TIF distributions to other local governmental units in 2016, and that the ILA Public Policy Committee has adjourned for the summer. Ms. Fox said she will plan to attend the next I-Gov Group meeting. Mr. Foss said he spoke earlier in the day with Jan Arnold, Executive Director of the Park District of Oak Park (PDOP), to confirm several points shared at a PDOP Community Center Task Force meeting. These points included: the district will hire a firm to conduct a feasibility study for the community center; no specific location will be mentioned due to ongoing real estate negotiations; the center's financing could come from both public and private funding; the center continues to be a place where the library could have a presence; and there is still a lot of community input needed.

d. **Collaboration for Early Childhood**

Ms. Fox said that she had no report.

e. **Employment and Separation from Employment**

A copy of the report *Oak Park Public Library Employment and Separation from Employment Reported from May 20, 2016 through June 16, 2016* was included in Board packets.

10. **Closed session**

- a. 5 ILCS 120/2(c)(1): To consider the performance of the library's Executive Director

At 8:50 p.m. Mr. Fruth moved adjournment to closed session; 5 ILCS 120/2(c)(1): To consider the performance of the Executive Director. Ms. Fox seconded the motion and a roll call vote was taken as follows:

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

Nays: None

11. **Open session**

At 9:53 p.m. the Board of Library Trustees returned to open session.

12. **Adjournment**

There being no further business, at 9:55 p.m. Mr. Fruth moved adjournment of the meeting. Mr. Baron seconded the motion and the meeting was adjourned by acclamation.