April 25, 2017

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, April 25, 2017 in the Scoville Room of the Main Library. The meeting was called to order at 7:34 p.m. by President Baron.

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

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

   Absent: Library Trustee Foss

   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Lori Pulliam, Manager, Experiences and Initiatives, Public Services; Elizabeth Marszalik, Manager, Experiences and Initiatives, Materials Services; Grant Halter, Data Analyst; Luis Tubens, Artist in Residence; Sedra Taylor, Assistant Manager, Digital Services; Deidre Winterhalter, Librarian, Digital Services; Gabby Tafolla, Technology Aide, Digital Services; Rafal Radomski, Digital Services Associate; Mary Rose Lambke, 177-1 Linden Avenue, Oak Park; Christian Harris, 1245 Kenilworth, Oak Park, and Rita Earle, Office Manager

2. **Approval of Minutes**

   a. **Regular Meeting – March 28, 2017**

      Mr. Fruth moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, March 28, 2017. Ms. Fox seconded the motion.

      Ms. Kelenson asked that the minutes be corrected to reflect that Mr. Seleb gave the report on the Friends of the Library rather than herself.

      Mr. Baron then called for a vote of approval of the March 28 minutes as corrected. Ayes: all.

3. **Trustee Comments and Board Calendar**

   Ms. Fox commented that she is so grateful that she took advice to run for Library Board and would recommend Library Board service to anyone who wants to learn more about how our local government organizations work.

   Mr. Baron noted that he had started his term on the Library Board not long after the previous Board of Trustees had selected Mr. Seleb as the new Executive Director for Oak Park Public Library. He thanked Mr. Seleb for his leadership and said he has been grateful for the experience. Mr. Baron also congratulated the winners of the April general election. Mr. Baron will be leaving the Library Board to serve on the Board of Oak Park River Forest High School.
As the Board of Library Trustees regular meeting in May is the Annual Meeting, there will need to be an agenda item for election of officers. Mr. Baron appointed Mr. Fruth and Ms. Kelenson as Nominating Committee for the purpose of creating a slate of proposed officers.

Mr. Seleb said that he has tentatively set the Board of Trustees Annual Strategic Planning meeting for the morning of July 22.

Mr. Seleb noted that Oak Park Public Library will host the annual Elected Officials Breakfast the morning of June 4, the same day as the annual Day in Our Village festival.

4. Visitor Comments

Mr. Seleb introduced Luis Tubens, the Oak Park Public Library’s first Artist in Residence.

Mr. Tubens expressed his thanks to the Board of Trustees for the honor of being the first Artist in Residence at Oak Park Public Library. He feels that the Library is much more than just a Library. It is truly a community center.

He discussed his work with youth at the library which focused on student poetry workshops, a couple of offsite workshops, including one with seniors at Oak Park Arms, and his own creative work during the program. In addition to working with youth after school on the poetry workshops, he hosted several open mic sessions on the second floor of the Library that have been very well attended and received. One area in which he feels he could have done better is in attracting female youth to the poetry workshops, but otherwise feels that the program has been very worthwhile for the youth he was able to reach, the Library, and himself.

5. Staff Reports
   a. Digital Services Team

Digital Services Assistant Manager Sedra Taylor, Digital Services Associate Rafal Radomski and Digital Services Learning Librarian Deidre Winterhalter presented on current technology projects and learning programs for both staff and the public. A highlight of programming has been sharing our new 3D printer with the community. There have already been several sessions for both kids and adults to experience this wonderful new technology.

6. Financial Reports
   a. Disbursements for March, 2017

Mr. Samuels moved approval of Resolution on Disbursements, March 2017. Mr. Fruth seconded the motion.

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

A copy of Resolution on Disbursements, March 2017 is attached to these minutes as Appendix I.
b. **March, 2017 Financial Reports**  

7. **Unfinished Business**  
   a. **Library Meeting Spaces Policy**

   Mr. Seleb presented a new draft of the *Meeting Spaces Policy* that reverts back to language that does not permit the sale of goods or services except for creative works or books associated with a cultural program. The policy prohibits commercial meetings of any kind.

   This revised policy also eliminates fees for non-profits and raises fees for for-profit entities wishing to use Library meeting rooms, and adds the Library computer lab to the list of available meeting spaces for rent.

   Mr. Seleb also discussed the Library being considered a designated public forum as opposed to a limited public forum. The revised policy uses language which could be interpreted that Library Meeting Spaces are designated public forums. Staff and leadership do not think this will present any issues.

   Ms. Kelenson said that she is not comfortable with outside entities being allowed to sell books and other artistic works. Of particular concern to her is the potential sale of political materials and possible public perception that the Library endorses a particular program or point of view.

   During discussion that followed a majority of Trustees agreed that Library literature and policy is clear about the Library not endorsing the programming and views of outside groups using the Library meeting spaces.

   Mr. Fruth moved approval of *Meeting Spaces Policy* revised draft April 25, 2017 as presented. Mr. Samuels seconded the motion. Ayes: five. Nays: one.

   A copy of *Meeting Spaces Policy* is attached to these minutes as Appendix II.

8. **New Business**  
   a. **Resolution: To Recognize the Service of Mary Rose Lambke, League of Women Voters Observer**

   Mr. Baron made a motion to adopt and read aloud *Oak Park Public Library Board of Library Trustees Resolution to Recognize Mary Rose Lambke for Her Service as League of Women Voters of Oak Park and River Forest Observer to the Oak Park Public Library.*
Mr. Fruth seconded the motion and the resolution was adopted by unanimous approval of the Board of Library Trustees.

Ms. Lambke thanked the Board of Trustees and Library staff for the recognition and for the Library’s graciousness in providing space for the League’s Mothers for Peace project including display of the Julia Ward Howe and Don Harmon proclamations.

A copy of Oak Park Public Library Board of Library Trustees Resolution to Recognize Mary Rose Lambke for Her Service as League of Women Voters of Oak Park and River Forest Observer to the Oak Park Public Library is attached to these minutes as Appendix III.

9. Reports
   a. Executive Director – Library Effectiveness

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

   b. Deputy Director – Library Capacity and Infrastructure

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

   c. Managers – Library Experiences and Initiatives

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

   d. Library Statistics

      Data Analyst Grant Halter distributed an updated Oak Park Public Library Use Statistics, March 2017. New in this version are percent change columns for month-to-month and year-to-date, with color coding to indicate whether the change was an increase or a decrease. There was discussion and it was Board consensus that while the column showing year-to-date percent change over the previous year was useful, the month to month comparison from one year to the next was not as helpful. Trustees were pleased with the new color coding and said that was helpful in identifying quickly trends that might be of concern.

   e. Friends of the Library

      There was no report.

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

      Mr. Madigan reported briefly on the most recent meeting of the Council of Governments.
Ms. Fox reported on a meeting of the I-Gov Group. The focus of the meeting was a brainstorming session about how I-Gov can improve.

Mr. Fruth said that there is nothing new on the Illinois Legislative front.

g. **Collaboration for Early Childhood**

Ms. Fox reported briefly on the Race for Life fundraiser sponsored by the Collaboration for Early Childhood. The weather was beautiful and the turn-out good.

h. **Employment and Separation from Employment**

A copy of the report *Oak Park Public Library Employment and Separation from Employment, Reported from March 24, 2017 through April 19, 2017* was included in Board packets.

10. **Closed Session**

a. 5 ILCS 120/2(c)(1): to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library

At 9:22 p.m. Mr. Fruth moved that the Board of Library Trustees adjourn to a closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library. Ms. Millan seconded the motion and a roll call vote was taken as follows:

- **Ayes:** Library Trustees Baron, Fox, Fruth, Kelenson, and Millan
- **Nays:** None
- **Absent:** Library Trustees Foss and Samuels.

At 9:40 p.m. the Board of Library Trustees returned to open session.

11. **Adjournment**

There being no further business, at 9:43 p.m. Mr. Fruth moved for adjournment of the meeting and the meeting was adjourned by acclamation.