August 22, 2017

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, August 22, 2017 in the Scoville Room of the Main Library. The meeting was called to order at 7:30 p.m. by President Fruth.

1. **Call to Order and Roll Call**
   Present: Library Trustees Fruth, Glavin, Harris, Kelenson, and Mohanraj
   Absent: Library Trustees Foss and Millan
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Lori Pulliam, Manager for Experiences and Initiatives, Public Services; Jodi Kolo, Manager for Communication Services; Kathleen Spale, Assistant Manager, Materials Services; Grant Halter, Data Analyst; Kristina Dommer, Sikich, LLC; and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting – July 25, 2017**
      Ms. Kelenson moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, July 25, 2017. Ms. Glavin seconded the motion.
      Ayes: all.
   b. **Special Meeting – July 22, 2017**
      Ms. Kelenson moved approval of the minutes of the special meeting of the Board of Library Trustees held on Saturday, July 22, 2017. Ms. Glavin seconded the motion.
      Ayes: all.

3. **Trustees’ Comments and Board Calendar**
   Mr. Seleb highlighted the following items from the Board Calendar:
   
   October 3-Oak Park Public Library will host a Joint Trustee Learning Event with trustees from River Forest, Forest Park, and Elmwood Park Public Libraries.

   The next Board of Trustees Regular Meeting will be held at Maze Branch on September 26 at 7:30 p.m.

   Trustees are invited to attend a Library Volunteer appreciation event featuring a tour of the Multi-Cultural Collection at Dole Branch Library on August 26 at 10:00 a.m.

   Ms. Glavin said that a colleague on the Oak Park Board of Tourism had mentioned to her that Oak Park Public Library has dropped its membership in Visit Oak Park. Mr. Seleb said that although Friends of the Library had been offering Friends merchandise for sale as part of this membership, the amount of items sold and commission from those sales was not enough to break even on the annual membership fee.
4. **Visitors’ Comments**
   a. **Representatives of Sikich Accounting Firm – Presentation of Annual Financial Report, Fiscal Year 2016**
      Kristina Dommer of Sikich, LLC presented on the 2016 audit process and documentation and answered Trustee questions.

5. **Financial Reports**
   a. **Disbursements for July 2017**
      Ms. Mohanraj moved approval of *Resolution on Disbursements, July 2017*. Ms. Glavin seconded the motion. Ayes: all.

      A copy of *Resolution on Disbursements, July 2017* is attached to these minutes as Appendix I.

   b. **July 2017 Financial Reports**

      There was a brief discussion of the effect of the new fine free policy on overall revenue.

6. **Unfinished Business**
   None

7. **New Business**
   a. **Resolution and Policy: Remote Participation in Board Meetings**
      Mr. Fruth explained that Ms. Glavin had brought up the issue of remote participation of Trustees in Library Board meetings, as she will need to be out of town for the next two meetings.

      The result of that inquiry is a *Resolution for Adopting Procedures for Remote Participation* and a *Remote Participation Policy* drafted by the Library attorney.

      After a brief discussion, Mr. Harris moved adoption of both *Resolution for Adopting Procedures for Remote Participation* and *Remote Participation Policy*.

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

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      Ayes: Library Trustees Fruth, Glavin, Harris, Kelenson, and Mohanraj
      Nays: None
      Absent: Library Trustees Foss and Millan
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Copies of Resolution for Adopting Procedures for Remote Participation and Remote Participation Policy are attached to these minutes as Appendix II.

b. Budget: Fiscal Year 2018 – 1st Draft

Mr. Seleb noted that this is the first of several conversations over the next few months that will conclude in a Fiscal Year 2018 Budget adoption in November.

Mr. Madigan presented the first draft of the budget for FY 2018. He discussed the tax levy and debt reduction in relation to increases in operating costs.

There was discussion of the parking garage and needed upgrade and repairs of equipment and technology associated with its operation. The garage is not a revenue maker, as we just about break even between revenues and expenses. There was discussion of a possible test period of not charging fees to gather data on what impact this would have in terms of garage operations and reduction of costs due to not having to purchase garage tickets for the ticket machine as well as costs associated with the pay station maintenance and software.

Mr. Madigan went on to discuss Capital Expenditures and how the Fund Balance has been used to fund past and upcoming projects.

c. Staff Salary Schedule 2018

As part of the budget discussion, Mr. Madigan presented a proposed revised Salary Schedule for FY 2018. The proposal suggests an increase to $11.00 per hour for library entry level positions at Grade 2 and corresponding increases in Grades 3 – 6.

Ms. Mohanraj stated that she is a strong advocate of paying Library workers a living wage and suggested that the minimum for entry level positions should be increased to $15.00 per hour.

Mr. Madigan responded that this would affect the entire range of salaries and would probably have significant impact on the amount of the tax levy. He agreed to gather information on those impacts for Trustee consideration.

Mr. Madigan also briefly discussed a memorandum on Library Employee Demographics included in Board packets.

d. Staff Board Packet Reports, Format and Content

Mr. Fruth said after the last meeting, he and Mr. Seleb had a brief meeting regarding staff reporting to the Board and the following questions came up:
How best can staff convey information to Trustees to help them become better Trustees?

What kind of information in what formats and in what amount will help Trustees to be better informed?
There was discussion and Trustees generally feel that current reporting is effective, but Ms. Glavin said she would like to know more about some of the challenges and aspirations of staff. In what areas are staff being pushed and pulled?

Ms. Kelenson said that it is good that some staff are attending Trustee meetings. She feels that it is valuable for staff to hear Board discussions and to answer Trustee questions where appropriate.

8. **Reports**
   a. **Executive Director – Library Effectiveness**
      A copy of the Executive Director’s narrative report is attached to these minutes as Appendix III.
   b. **Deputy Director – Library Capacity and Infrastructure**
      A copy of the Deputy Director’s narrative report is attached to these minutes as Appendix IV.
   c. **Managers – Library Experiences and Initiatives**
      A copy of the Managers report is attached to these minutes as Appendix V.
   d. **Library Statistics**
      In addition to Trustee review of the regular Statistical Reports for July 2017, Data Analyst Grant Halter presented more detailed information on study and meeting room use and increases in room reservations as a result of the elimination of fees for non-profit organizations and community groups.
   e. **Friends of the Library**
      Ms. Kelenson reported that the Friends of the Library Executive Board had met the previous evening. Preliminary figures from Book Fair sales indicate that the maximum revenue after expenses will be about $24,000. They are planning to present a profit loss statement in October.

      The Friends signed up 64 new Book Fair volunteers. This is a great help, as Oak Park River Forest High School has been compressing the time span for the Book Fair preparation and sale over the past several years.

      The Friends did discuss the dropping of Visit Oak Park tourism membership and it was agreed that very little revenue was being generated for the Friends from that membership.
   f. **Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly**
Mr. Fruth reported on the most recent Council of Governments meeting. This was basically a roundtable discussion of upcoming events and a discussion of mental health issues in the Village.

Ms. Glavin said she had been unable to attend the most recent I-Gov meeting but had received information from the I-Gov administrative assistant that discussion centered around population density and its impact on the various governmental bodies. Ms. Glavin asked the question as to whether the Library is putting a plan together to deal with population increases or projections.

g. **Collaboration for Early Childhood**
   There was no report.

h. **Employment and Separation from Employment**
   A copy of *Oak Park Public Library Employment and Separation from Employment Reported from July 21, 2017 through August 17, 2017* was included in Board packets.

9. **Closed Session**
   a. 5 ILCS 120/2(c)(11): to discuss litigation or when an action is probable or imminent

   The Closed Session was not held

10. **Adjournment**
   There being no further business, the meeting was adjourned by acclamation at 10:23 p.m.