February 28, 2017

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, February 28, 2017 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, Fruth, Kelenson, Millan, and Samuels
   Absent: Library Trustee Fox
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Jodi Kolo, Manager, Communication Services; Elizabeth Marszalik; Manager, Experiences and Initiatives, Materials Services; Lori Pulliam, Manager, Experiences and Initiatives, Public Services; Grant Halter, Data Analyst; Rebekah Levin, 1044 Gunderson, Oak Park; Jim Robinson, 123 S. Taylor, Oak Park; Christian Harris, 1245 N. Kenilworth, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting – January 24, 2017**
      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, January 24, 2017. Mr. Foss seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**
   Ms. Kelenson said that she had attended the reception for the new Superintendent of Oak Park River Forest High School, JoyLynn Pruitt-Adams. Ms. Kelenson was pleased that Ms. Pruitt-Adams was very appreciative of how much the Library does in the community and her expression of continued interest in working collaboratively with the Library.

   Mr. Fruth inquired as to whether the Library had ever received any complaints about customers damaging their cars on the curbing just inside the entrance to the garage, as he had a friend that had recently reported such an occurrence to him. Mr. Madigan said that the Library had no other complaints about patrons damaging their cars on the curb at the entrance to the garage.

4. **Visitor Comments**
   Ms. Rebekah Levin thanked the Board of Library Trustees and Mr. Seleb for making Library space available to the Committee for a Just Peace in Israel and Palestine (CJPIP) programming. She asked that the Library policy of not allowing the sale of books at meetings in the Library be reconsidered. CJPIP buys and sells books related to their various presentations at cost and would like to be able to make them available for purchase by their audiences. Ms. Levin noted that she has lived in the Oak Park community for 50 years but has never taken the time before to thank the Library for all its valuable contributions to community life.

   Mr. Jim Robinson said that he would like to see more balanced programs than those provided by CJPIP and would be happy to work with staff on such programming. Although outside groups are
required to put a disclaimer regarding the fact that the Library does not endorse public program content, many people who come here may believe that the Library endorses programs presented by outside groups in its spaces.

Mr. Baron thanked both parties for their comments. Ms. Kelenson reiterated Mr. Baron’s thanks and noted Meeting Room Policy will be under discussion by the Board this evening. She also noted that the Library Bill of Rights states that meeting spaces should be available on an equitable basis regardless of the views of users and that current policy reflects that view as well.

5. Financial Reports
   a. Disbursements for January 2017
      Mr. Fruth moved approval of cash disbursements for January 2017. Ms. Millan seconded the motion. Ayes: all.

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

   b. Financial Reports
      Library Trustees reviewed bank balances and the Statement of Income and Expense for January, 2017. Ms. Kelenson noted that she finds the narrative that has been incorporated as part of the Income and Expense report very helpful.

6. Unfinished Business
   a. Borrowing of Library Items Policy
      Mr. Seleb presented the final draft of revisions to Borrowing of Library Items (formerly Circulation of Library Materials). Trustees reviewed this policy revision last month. The revision was needed to bring policy in line with the Board’s decision to go fine free. The new policy will be effective June 1, 2017.

      Mr. Foss moved approval of Borrowing of Library Items. Mr. Fruth seconded the motion.

      After a brief discussion regarding the $50 threshold for suspension of Library borrowing privileges, Mr. Baron called the question. Ayes: all.

      A copy of Borrowing of Library Items is attached to these minutes as Appendix II.

      Communication Services Manager Jodi Kolo discussed the communication plan for the fine free environment. Since the new policy is effective on June 1, the biggest push out to the community will begin in May. She distributed a hand out, Fine Free Facts for Library Staff & Trustees with talking points for use when patrons have questions.

      In response to a question from Mr. Baron, Ms. Kolo said that we will certainly have information on the public web site and be prepared to talk to local news media before May, but the heaviest promotion on the website and in social media resources will begin in May. The new fine free policy will also be featured in the Summer Edition of The Storyline.

   b. Library Meeting Spaces
Trustees discussed library meeting spaces focusing on the following four questions:

- Why do we offer the use of meeting room space to the public?
- Who do we want to use our meeting rooms?
- What do we want the experience of meeting room users to be?
- How do we know we are successful?

Mr. Fruth noted that library meeting spaces are as much a resource that we share with the community as any other resource; i.e. print materials, audiovisuals, or digital materials.

Ms. Pulliam said that staff would like a policy that is simple and flexible and that projects a town square feeling.

Trustees discussed possible elimination of fees for non-profits and possibly charging somewhat higher fees to for-profit businesses. Elimination of restrictions on number of reservations per group per month was also discussed.

Mr. Fruth said that since the Veterans Room contains sophisticated audiovisual equipment that needs to be maintained he would not be in favor of eliminating fees on this room.

Following the discussion, Mr. Seleb said that staff would work on some proposals for policy changes for Trustees to review and discuss next month.

7. **New Business**
   a. **Resolution: Closed Session Minutes to Approve**
      Mr. Madigan said that at the January 2017 meeting the Board of Library Trustees reviewed the written minutes of the Executive Session meetings of March 22, June 21 and September 2 of 2016. Staff recommends approval of these minutes.

      Mr. Foss moved approval of the minutes of the three 2016 Executive Session meetings. Mr. Fruth seconded the motion and a roll call vote was taken as follows:

      | Ayes: Library Trustees Baron, Foss, Fruth, Kelenson, Millan and Samuels |
      | Nays: None |
      | Absent: Library Trustee Fox |

   b. **Resolution: Closed Session Minutes to Release**
      Mr. Madigan said that at the January 2017 meeting of the Board of Library Trustees, Trustees reviewed the written minutes of Executive Session meetings held during 2014 and 2015. These minutes have previously been approved by the Board. The next step in the process is for the Board of Trustees to release these minutes.

      Mr. Samuels moved release of the following previously approved Executive Session Minutes:
February 18, 2014  
March 18, 2014  
September 16, 2014  
June 16, 2015

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

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

Nays: None

Absent: Library Trustee Fox

c. Resolution: Closed Session Recordings to Destroy

Mr. Madigan said that Illinois law allows for the destruction of verbatim recordings of Executive Session minutes 18 months after the meeting date. Written minutes of the Executive Session meetings held during 2014 and 2015 are all more than 18 month old. These minutes have been approved for release by the Board and the verbatim tapes may be destroyed.

Mr. Samuels moved that the verbatim tapes from the following Executive Session meetings be destroyed:

- February 18, 2014
- March 18, 2014
- September 16, 2014
- June 16, 2015

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

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

Nays: None

Absent: Library Trustee Fox

8. Reports

a. Executive Director – Library Effectiveness

From his narrative report, Mr. Seleb highlighted conversations with Dr. Carol Kelley of Elementary School District 97 and some of her leadership team about how to increase the number of children registered for library cards. They have agreed to make the option for parents to sign their children up for library cards available as part of the online school registration process at District 97.

In response to a question from Ms. Millan about what Mr. Seleb learned from his trip to Cuba, Mr. Seleb said that the funding of public libraries appears not to be a priority for the
Cuban government. But, Cuban librarians he met were amazing in their dedication to their patrons and are especially committed to services for people with special needs. We can learn a lot from them in this area and help them by providing materials that they don't have the resources to purchase, whenever and however we can.

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

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

In addition to his narrative report, Mr. Madigan drew Trustees’ attention to a letter of appreciation from teachers from Elmhurst College’s Honors 320 Class: Great Chicago Libraries, for a tour of Main Library.

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**

Trustees reviewed Oak Public Library Use Statistics and selected data analysis graphs for January 2017.

e. **Friends of the Library**

Ms. Kelenson reported that the Friends of the Library Annual Meeting is scheduled for March 20, 2017. Ms. Kelenson also noted with regret the recent passing of long-time Friends Board member and former Library Trustee John Hayes.

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

Mr. Seleb reported that the Council of Governments would meet the next day.

Mr. Foss reported briefly on a candidates’ forum hosted by the I-Gov Committee. There are ten candidates for the four open Library Board seats.

Trustees in attendance at the ILA Legislative Lunch noted that in addition to talking with legislators it was a great opportunity for networking with other Library Trustees. Oak Park Public Library should look for ways to coordinate or sponsor events promoting this type of networking opportunity.

Mr. Seleb reported that the ILA Public Policy Committee would meet the following week. The main topic of legislative interest for libraries is opposing the property tax freeze bills to restrict local government ability to modify tax levies.

g. **Collaboration for Early Childhood**

Ms. Pulliam reported that there were over 400 caregivers that attended the Collaboration’s Annual Symposium. Although Oak Park Public Library did not present this year, we did
have a resource table at the Symposium. Children’s Services staff has been meeting regularly with Collaboration representatives to discuss cooperative efforts in the area of early childhood learning.

h. **Employment and Separation from Employment**
The report *Oak Park Public Library Employment and Separation from Employment, Reported from January 20, 2017 through February 23, 2017* was included in Board packets.

9. **Closed Session**
At 9:27 p.m., Mr. Samuels moved that the Board of Library Trustees adjourn to Executive Session.

   a. **5 ILCS 120/2(c)(11):** to discuss litigation that has been filed and is pending before a court
   b. **5 ILCS 120/2(c)(1):** to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library

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

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

At 9:45pm, President Matt Baron accepted a motion to return to open session.

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

10. **Adjournment**
President Baron adjourned the regular meeting at 9:45pm.