January 24, 2017

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, January 24, 2017 in the Veterans Room of the Main Library. The meeting was called to order at 6:36 p.m. by President Baron.

1. **Roll Call and Call to Order**
   Present: Library Trustees Baron, Foss, Fox, Fruth (6:44 p.m.), Kelenson, Millan and Samuels
   Absent: None
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Lori Pulliam, Manager for Experiences and Initiatives, Public Services; Elizabeth Marszalik, Manager for Experiences and Initiatives, Materials Services; Jodi Kolo, Manager, Communications Services; Rob Simmons, Manager, Community Resources; Grant Halter, Data Analyst; Sarah Glavin, 1158 Wenonah Avenue, Oak Park; Christian Harris, 1245 N. Kenilworth Avenue, Oak Park; Garrison Jamison, 901 N. Elmwood Avenue, Oak Park; Mary Anne Mohanraj, 332 Wisconsin Avenue, Oak Park; and Rita Earle, Office Manager

2. **Dinner and Discussion with the Leadership Team**
   Grant Halter, Data Analyst, presented on Library Statistics. Besides the current Statistical Usage spreadsheet that Trustees receive each month, in the future specific break out dashboard graphs, pie charts, bar charts, and line charts will also be presented on specific areas of statistical metrics. Mr. Halter demonstrated by presenting charts showing trends in meeting room use. The new charts will help answer specific Trustee questions about how we are meeting our strategic initiatives and inform decision making regarding future priorities.

   Rob Simmons, Manager for Community Resources, discussed ongoing relationship building with community partners to expand resources for our homeless patrons in particular. He is now working with the Oak Park Mental Health Board to partner for direct support at the Library during the day.

   Lori Pulliam, Manager for Experiences and Initiatives, Public Services, discussed a new direction for the Idea Box. The theme for 2017 is “Build a Better World.” The focus will be more on staff facilitated short programming with some passive displays. We will also be asking the community for their ideas on how the space can be used for more interactive and creative programming around the central “Build a Better World” theme.

   Elizabeth Marszalik, Manager for Experiences and Initiatives, Materials Services, discussed the Multicultural Collection and the work staff has been doing to prepare the collection for public access. There was a soft opening in November and the Grand Opening is scheduled for Friday, January 26. The Collection is already being used.

3. **Approval of Minutes**
   a. Regular Meeting – November 15, 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, November 15, 2016.

Mr. Fruth seconded the motion. Ayes: all.

4. **Trustee Comments and Board Calendar**
   Ms. Kelenson noted that the Executive Director Evaluation process would start in February.

Ms. Fox said that she will not be able to attend the regular meeting on February 28.

Mr. Seleb said that Trustees interested in attending the ILA Legislative Luncheon on February 13 should let him know so that he could register them for the event.

Saturday, February 4, the I-Gov Group will be sponsoring a candidate’s forum at the Austin Gardens Environmental Center. Each agency has been asked to make a presentation on organizational goals.

5. **Visitor Comments**
   Mary Anne Mohanraj said that she has two issues that she would like to discuss. The Oak Park Garden Club would like to add an evening meeting at the Library to their schedule but find that the fee is too high for them. She also said that she understands that there is a Chinese language story time, but asked why there is no Spanish language story time.

Mr. Baron thanked Ms. Mohanraj for her comments and noted that Meeting Room Policy is an item for discussion this evening. Ms. Pulliam will get back to Ms. Mohanraj regarding the requested story time.

6. **Financial Reports**
   a. **Disbursements for November 2016**
      Mr. Samuels moved approval of disbursements for November 2016. Mr. Fruth seconded the motion. Ayes: all.

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

   b. **November 2016 Financial Reports**
      Trustees reviewed bank balances as of November 30, 2016 and the Statement of Income and Expense for November 2016.

   c. **Disbursements for December 2016**
      Mr. Samuels moved approval of disbursements for December 2016. Ms. Kelenson seconded the motion. Ayes: all.

      A copy of *Resolution on Disbursements, December 2016* is attached to these minutes as Appendix II.
d. **December 2016 Financials Reports**
Trustees reviewed bank balances as of December 31, 2016 and the Statement of Income and Expense for December 2016.

Mr. Madigan discussed his memorandum accompanying the December financial reports with a look ahead to 2017. The Library is in good financial shape with overall income over that budgeted for 2016 and overall expenses under budget for 2016. An unaudited amount of $575,847.38 will be returned to the Fund Balance.

7. **Unfinished Business**
None

8. **New Business**

   a. **2017 Library Calendar**
   Mr. Seleb said that normally this Oak Park Public Library 2017 Calendar would have been submitted for approval at the December meeting. Since that meeting was cancelled, it is being presented for approval this evening.

   The Calendar is a list of Library closed and floating holidays and the schedule for regular meetings of the Board of Library Trustees.

   Mr. Samuels moved approval of *Oak Park Public Library 2017 Calendar*. Mr. Foss seconded the motion. Ayes: all.

   b. **User Service Charges and Fines Policy**
   Revisions to the Borrowing of Library Items and User Service Charges policies to reflect the Board of Library Trustees decision to eliminate fines for Oak Park residents borrowing Oak Park items beginning June 1 were presented and discussed. Staff will incorporate Trustee suggestions and present these policies for action next month.

   c. **Meeting Spaces Policy**
   Mr. Seleb noted that the Library Meeting Rooms Policy has not been reviewed since 2012, and staff has been discussing how to make our spaces more flexible and eliminate barriers to service. Elimination of fees and making the spaces available to non-profits and community groups only, as has been done at a number of other libraries, are a couple of ideas that have been talked about among staff.

   Mr. Fruth noted the Veterans Room in particular has a lot of expensive technology that needs upkeep. For that reason he is in not in favor of eliminating fees altogether. He believes that some fees, even if minimal will help with costs of maintaining equipment and give users a sense of responsibility.

   After discussion, Trustees seemed to favor the possibility of eliminating fees entirely for non-profits and community groups but still maintaining the spaces on a fee based basis for for-profit organizations. There was also discussion of possibly raising rental fees for for-profit entities to be more in line with what other public space providers, such as the Carleton Hotel and the Park District charge.
Staff will bring some suggested scenarios on meeting space policy revision for further discussion next month.

9. **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 – Experiences and Initiatives**
      In response to Trustee interest, Ms. Pulliam discussed the initiatives underway by the Teen Programming Task Force. Artist in Residence Luis Tubens is working with tweens and teens on collaborative spoken word and poetry projects. There is also a new tutoring program and planning for summer programs is underway.

      In response to a question from Mr. Fruth, Mr. Seleb said interest from other agencies in our experience with the Hacking Hemingway project continues to be strong. Many images and documents from the project have now been uploaded to the Digital Public Library of America as well as the Illinois Digital Archive. Trustees expressed interest in getting statistical information on how much the collection is being accessed both at DPLA and from the IDA.

      Mr. Fruth said that he and his wife, with a number of friends, had participated in “Secret in the Stacks.” They had a blast, and he believes this is just the kind of program needed to continue to attract users from the 20’s and 30’s age group.

      A copy of *Library Experiences and Initiatives Report – November/December 2016* is attached to these minutes as Appendix V.

   d. **Library Statistics**
      Trustees reviewed *Oak Park Public Library Use Statistics, December 2016*. Mr. Seleb noted a slight trend downward. This is not terribly significant but a trend that has been showing for a few years.

   e. **Friends of the Library**
      Ms. Kelenson reported on the Friends of the Library Executive Board meeting held on January 23. Doug Deuchler talked about the latest Friends of the Library sponsored movie series, Biographic Pictures. Declining attendance points up the elimination of Wednesday Journal calendar of events and the need for a centralized community calendar, especially for people who don’t use computers. Membership in the Friends is down to 60 individuals and there will be a push to promote membership more at Friends sponsored events. The Friends Annual meeting is scheduled for February.
f. Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly, ILA Public Policy Committee)
   Mr. Fruth reported that the Illinois General Assembly has seen a recent flurry of activity. It appears that the Senate has an idea for a budget compromise. Mr. Fruth noted that the language of the bill he has seen is enough to make everyone unhappy. What chance it has of passing and being signed by the Governor is unknown.

g. Collaboration for Early Childhood
   Ms. Fox reported that the Collaboration for Early Childhood held its Annual Symposium on January 11. The Library did not present but had a resource table with Library staff on hand. Ms. Fox also noted that on their revised website, the Collaboration has included the Library in their list of contributing partners.

h. Employment and Separation from Employment
   The report Oak Park Public Library Employment and Separation from Employment Reported from November 11, 2016 through January 19, 2017 was included in the Board packet

10. Closed Session
   At 9:10 p.m. Mr. Samuels moved that the Board of Library Trustees adjourn to executive session to:

   a. 5 ILCS 120/2(c)(11): discuss litigation that has been filed and is pending before a court
   b. 5 ILCS 120/2(c)(1): discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library
   c. 5 ILCS 120/2(c)(21): discuss minutes of meeting lawfully closed for the purpose of semi-annual review

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

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

   Nays: None

   Absent: None

11. Open Session
   At 9:36 p.m. Ms. Millan moved to return to open session. Mr. Fruth seconded the motion and a roll call vote was taken as follows:

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

   Nays: None

   Absent: None
12. **Adjournment**
There being no further business, at 9:37 p.m. Mr. Fruth moved to adjourn the meeting. Mr. Samuels seconded the motion and the meeting was adjourned by acclamation.