July 25, 2017

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, July 25, 2017 in the meeting room of the Dole Branch Library. The meeting was called to order at 7:30 p.m. by President Fruth.

1. **Board of Trustees Group Photograph**
   This was postponed.

2. **Call to Order and Roll Call**
   Present: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, Millan, and Mohanraj
   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 and Digital Services; Jodi Kolo, Manager for Communications; Alexandra Skinner, Assistant Manager, Adult and Teen Services; Rachael Bild, High School Services Librarian; Sarah Yale, Neighborhood Services Librarian; Jose Cruz, Middle School Services Librarian; Stephen Jackson, Community Resources Specialist; Sharon Grimm, Staff Learning Coordinator; Grant Halter, Data Analyst; and Rita Earle, Office Manager

   Mr. Fruth stated that there will be a brief closed session at end of the meeting.

3. **Approval of Minutes**
   a. **Regular Meeting – June 27, 2017**
      Mr. Foss moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, June 27, 2017. Ms. Kelenson seconded the motion.

      Ms. Kelenson noted that she had some minor changes to these minutes and had already spoken to Office Manager, Rita Earle, about those changes.

      Mr. Fruth then called the question. Ayes: all.

4. **Trustee Comments and Board Calendar**
   Mr. Foss said he would like to compliment staff for their facilitation of the Board Strategic Planning meeting held on Saturday, July 22. Ms. Kelenson seconded Mr. Foss’s sentiments.

   In response to a question from Ms. Kelenson regarding follow-up with Oak Park-River Forest High School teacher Peter Hofstrawser on his comments at last month’s meeting, Mr. Madigan said that he had been in touch with Mr. Hofstrawser and let him know that for 3 or 4 years, one of Mr. Hofstrawser’s colleagues at the High School had made regular visits to the Library’s green roof as part of the curriculum, but those had stopped. Mr. Madigan explained that we can only allow escorted groups because the roof does not have a railing. Mr. Harris then commented on his tour
of the green roof and that staff had explained to his satisfaction why there cannot be public access to the green roof. Mr. Harris will also follow up with Mr. Hofstrawser.

Mr. Fruth said that he had received a comment from a patron that his daughter was startled by someone coming out of the undergrowth along the south wall of the Dole Library Building. This area cannot be seen from the street and seems to be a security risk. Mr. Seleb said that he and Facilities Manager Rory ONeill have been following up with Village of Oak Park staff to resolve this issue.

In reference to the Board Calendar, Mr. Seleb said that a Volunteer Appreciation tour of the Multi-Cultural Collection at Dole Branch Library has been scheduled for August 26.

The 2017 Barbara Ballinger Lecture will be Sunday afternoon, October 8. Ms. Ballinger is delighted that we will be hosting a poet, Jane Hirshfield, for the very first time.

5. Visitor Comments
None

6. Staff Reports
a. Teen Services (Stephen Jackson, Rachael Bild, Jose Cruz, Alexandra Skinner)
Community Resources Specialist Stephen Jackson discussed an initiative for AmeriCorps volunteers regarding Motivational Mentorship.

High School Services Librarian Rachael Bild said that she works with patrons from ages 12 – 20. A main goal of her work is to help young people ask better questions and lead more fulfilling lives. Ms. Bild is embedded 4 hours a week at the Oak Park-River Forest High School. This gives her a chance to attend meetings and work with teachers, staff, and students.

Middle School Librarian Jose Cruz discussed the return of the Artist in Residence program this fall. Visual artist Jon Veal will be the new Artist in Residence working with youth. Mr. Cruz also discussed planning for the next Library Social Justice Youth Conference. Committee members would like to get more staff working with teens to develop the conference program.

b. Staff Learning
Staff Learning Coordinator Sharon Grimm discussed her role in orientation of new hires and ongoing staff development. We now have a budget shared out between departments so that managers, supervisors, and staff make decisions on a more individual basis. She also discussed the five Learn While You Earn programs focused on five learning priorities for staff; Technology, Cultural Competence, Library Foundations, Leadership, and Assessment.

7. Financial Reports
a. Disbursements for June 2017
Ms. Millan moved approval of Resolution on Disbursements, June 2017. Mr. Foss seconded the motion. Ayes: all.
A copy of Resolution on Disbursements, June 2017 is attached to these minutes as Appendix I.

b. June 2017 Financial Reports
Trustees reviewed and discussed bank balances and the Statement of Income and Expense for June 2017.

8. Unfinished Business
   a. Intergovernmental Committee (IGov)
      Ms. Kelenson moved approval of payment of an invoice from the IGov Group in the amount of $637.60 for administrative services for 2016 - 2017. Ms. Mohanraj seconded the motion.
      
      Ms. Glavin commented that there is a shift in this group from tax savings to the value in collaboration between the agencies represented in the IGov Group. She believes that the Library can get some valuable information by participation in this group.
      
      There was some discussion after which Mr. Fruth called the question. Ayes: six. Nays: none. Abstain: Ms. Millan abstained.

9. New Business
   a. Annual Non-resident Library Card Resolution
      Mr. Seleb explained that for the Library to continue to participate in the State of Illinois non-resident card program, Trustees must approve that continuation and set the fee for 2017 non-resident cards.
      
      Staff recommends that Oak Park Public Library continue to participate in the State of Illinois non-resident library card program, that the fee for a non-resident library card be set at $400.38 for 2017, and that our circulation policies be amended to reflect the changes.
      
      Ms. Kelenson moved approval of the staff recommendation. Mr. Foss seconded the motion. Ayes: all.

10. Reports
    a. Executive Director – Library Effectiveness
       In addition to his narrative report, Mr. Seleb said that he is very excited to say that we are close to making an offer to one of our candidates for Human Resources Manager.
       
       In response to a question from Ms. Kelenson, Mr. Seleb discussed his interaction with the Director of the Austin Branch of the Chicago Public Library, who is interested in forming a Friend’s of the Library group for the Austin Branch.
       
       A copy of the Executive Director’s narrative report is attached to these minutes as Appendix II.

    b. Deputy Director – Capacity and Infrastructure
In response to a question from Ms. Kelenson about Mr. Madigan’s trip to Rockford regarding their program to end homelessness, Mr. Madigan said that he was gratified that both a Village of Oak Park Trustee and Village of Oak Park Village Clerk also attended this trip.

Mr. Madigan has always believed that one governmental entity needs to be charged with ending homelessness in Oak Park. The City of Rockford has created a city department fully funded by Federal dollars to end homelessness in Rockford with additional responsibilities for the surrounding county. There is also agreement between governments and non-profits in Rockford to share information and protect privacy.

Ms. Mohanraj suggested that something be added to the website to indicate the Library is willing to work with patrons with suspended accounts.

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

c. **Managers – Library Experiences and Initiatives**
   A copy of the Managers narrative report is attached to these minutes as Appendix IV.

d. **Library Statistics**
   Trustees reviewed Library Use Statistics for the month of June, 2017. There was discussion of the spike in meeting room reservations due to elimination of fees for non-profit groups. Library Data Analyst Grant Halter will present more information about this at August’s board meeting.

e. **Friends of the Library**
   The Friends of the Library Executive Board did not meet this month. Ms. Kelenson commented that she has been sorting books for the Book Fair and it’s a much more relaxed atmosphere this year.

f. **Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly)**
   Council of Governments has not met this month.

   Ms. Glavin and Mr. Foss reported on the most recent meeting of the IGov Group. The group discussed development of an IGov Liaison Report form in order for the liaisons to give a written report to the their Boards and also to provide IGov meeting notes to the various agency Boards going forward. Ms. Glavin said that the next meeting would focus on planning for the next Joint Assembly. The theme of that meeting will be what population increases will mean for all the entities.

   There was no report on the Illinois General Assembly.

g. **Collaboration for Early Childhood**
Ms. Pulliam said that the next meeting of the Collaboration for Early Childhood Care and Education is scheduled for Friday, July 28.

h. **Employment and Separation from Employment**

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

11. **Closed Session**

a. At 9:04 p.m. Mr. Harris moved that the Board of Library Trustees adjourn to Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library in compliance with [ILCS 120/2(c)(1)](https://www.ILStatute.com): Ms. Mohanraj seconded the motion.

Mr. Seleb asked that Mr. Madigan, Ms. Pulliam and Ms. Marszalik remain for the closed session.

A roll call vote was taken as follows:

- **Ayes:** Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, Millan and Mohanraj
- **Nays:** None
- **Absent:** None

At 9:25 p.m. the Board of Library Trustees returned to open session.

12. **Adjournment**

There being no further business, at 9:25 p.m. Ms. Millan moved adjournment of the meeting. Mr. Foss seconded the motion and the meeting was adjourned by acclamation.