June 27, 2017

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, June 27, 2017 at 6:30 p.m. in the Scoville Room of the Main Library.

1. **Dinner and Discussion with the Leadership Team, Staff Reports**
   Elizabeth Marszalik, Kathleen Spale, and Barbara Fitzgerald presented on collection strategies and the library materials selection process.

   Ms. Spale spoke about digital collections and audiovisual collections. Ms. Fitzgerald focused on fiction for adults and online resources (databases). They discussed selection tools and how selectors use these tools to make collection acquisition decisions.

2. **Call to Order and Roll Call**
   At 7:42 p.m. Ms. Glavin called the roll.

   Present: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, and Mohanraj

   Absent: Library Trustee Millan

   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Elizabeth Marszalik, Manager, Experiences and Initiatives for Digital and Materials Services; Lori Pulliam, Manager, Experiences and Initiatives for Public Services; Jodi Kolo, Manager for Communication Services; Rob Simmons, Manager for Community Resources; Kathleen Spale, Assistant Manager, Materials Services; Alexandra Skinner, Assistant Manager, Adult and Teen Services; Barbara Fitzgerald, Librarian, Materials Services; Grant Halter, Data Analyst; Gary Cuneen, 616 S. Harvey Avenue, Oak Park; Peter Hostrawser, 201 N. Scoville Avenue, Oak Park; and Rita Earle, Office Manager

3. **Approval of Minutes**
   a. **Regular Meeting - May 23, 2017**
      Mr. Foss moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, May 23, 2017. Ms. Glavin seconded the motion. Ayes: all.

4. **Trustee Comments and Board Calendar**
   Ms. Glavin commented on how much she had enjoy her participation in A Day in Our Village on behalf of the Library and suggested that staff follow up with those who had questions and suggestions for the Library at that event.

5. **Visitor Comments**
   Peter Hostrawser introduced himself as the Business Department Chair at Oak Park-River Forest High School. He commented that he believes that the community at large is unaware of the Library's green roof. He suggested the Library initiate a project to be led by Library Community Resources Specialist Stephen Jackson, utilizing students from the high school, to re-educate the public regarding the green roof, possibly with a new video as part of the publicity. He realizes that there are liability issues, but suggested that the green roof could be used on a limited basis as an
environmental teaching tool for students. He suggested that such use would be an asset to the community.

a. **Gary Cuneen, PlanItGreen**

Mr. Seleb introduced Gary Cuneen, Executive Director of Seven Generations Ahead and Project PlanitGreen.

Mr. Cuneen reported on the progress of the PlanItGreen initiative for a 10-Year Sustainability Plan for the communities of Oak Park and River Forest.

6. **Financial Reports**

a. **Disbursements for May 2017**

Ms. Mohanraj moved approval of *Resolution on Disbursements, May 2017*. Mr. Foss seconded the motion.

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

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

b. **Financial Reports**

Trustees reviewed and discussed bank balances and the Statement of Income and Expense for May 2017.

7. **New Business**

a. **Prevailing Rate of Wages Resolution**

Mr. Seleb explained that public entities are required to adopt prevailing wage resolutions every June, following the publication of an updated prevailing wage report by the Illinois Department of Labor. It is recommended that the Board of Trustees for the Oak Park Public Library adopt the current Prevailing Wage ordinance as presented.

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

Ayes: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, and Mohanraj

Nays: None

Absent: Library Trustee Millan

8. **Reports**

a. **Executive Director - Library Effectiveness**

Besides his narrative report, Mr. Seleb highlighted a visit to Oak Park Public Library by Miguel Viciedo, librarian from the Rubén Martínez Villena Library in Havana, Cuba, during the American Library Association Conference the past week.
Mr. Seleb discussed an invoice received that week from the I-Gov Group, billing the Library for a portion of expenses incurred by the group for the services of an administrative assistant. The note accompanying the invoice indicated that all local government elected Boards had agreed to this payment. However, the only issue of payment brought before the Board of Library Trustees and approved was payment for a portion of the printing costs for an advertisement insert in the Village of Oak Park FYI newsletter for the first I-Gov Joint Assembly.

It was Board consensus that discussion and possible action on this item would be added to the agenda for the Trustees meeting in July.

There was discussion of the Dole Learning Center building and issues concerning its ownership and maintenance by the Village of Oak Park.

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

b. **Deputy Director - Library Capacity and Infrastructure**
   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 and discussed Library Use Statistics and bar graphs of specific usage metrics for May 2017.

e. **Friends of the Library**
   Mr. Seleb reported on a meeting of the Friends of the Library Executive Board held the previous week. They discussed the Book Fair and the improved relationship with staff at Oak Park-River Forest High School.

f. **Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly)**
   Mr. Fruth reported that the property tax freeze under discussion in the Illinois House of Representatives has been approved at the committee level.

g. **Collaboration for Early Childhood**
   In response to a query from Mr. Fruth, Ms. Mohanraj agreed to serve as Library Board liaison to the Collaboration for Early Childhood.

Ms. Kelenson said that she is willing to continue as Library Board liaison to the Friends of the Library Executive Board.
h. Employment and Separation from Employment
The report *Oak Park Public Library Employment and Separation from Employment reported from May 19, 2017 through June 22, 2017* was included in Board packets.

9. **Adjournment**
There being no further business, at 9:12 p.m. Mr. Foss moved adjournment of the meeting. Ms. Kelenson seconded the motion and the meeting was adjourned by acclamation.