March 28, 2017

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, March 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, Fox, Kelenson (7:38 p.m.), Millan, and Samuels
   Absent: Library Trustee Fruth
   Also present: David Seleb, Executive Director; Lori Pulliam, Manager of Experiences and Initiatives, Public Services; Elizabeth Marszalik, Manager of Experiences and Initiatives, Materials Services; Robert Simmons, Manager, Community Resources; Stephen Jackson, Community Resources Specialist; Grant Halter, Data Analyst; Ian Gosse, Supervisor, Branch and Access Services; M. J. Kastenhilz, 708 Woodbine Avenue, Oak Park; Miles Jackson, 525 S. Euclid Avenue, Oak Park; and Rita Earle, Office Manager

2. Approval of Minutes
   a. Regular meeting – February 28, 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, February 28, 2017. Ms. Fox seconded the motion. Ayes: all.

3. Trustee Comments and Board Calendar
   Mr. Foss noted that since this is the last meeting before the April election, he would like to say that he has enjoyed working with the current group of Library Trustees.

   Mr. Foss also said that other governing agencies have a printed card for meeting visitors who have comments to make that outlines the rules for commenting at public meeting and explains how and upon what timeline commenters will be responded to. He suggested that the Library also develop a tool such as this for visitors wishing to comment at Library Board meetings.

   Mr. Foss said that the work of the Art Committee has led to the relocation of the fax/copy station in the Library lobby and installation of a protective barrier in front of the glass sculpture in that location.

   Ms. Millan commented that she had attended the League of Women Voters candidate forum and felt that it was very well presented and informative.

   Mr. Baron noted that MaryRose Lambke, the Library’s League of Women Voters observer, has resigned from that position. He said that he would like to formally recognize and commend her for her service and contributions over these past years.
Mr. Baron noted that there would be no closed session this evening due to the absence of Trustee Fruth, who is coordinating the Evaluation of the Executive Director. A special meeting of the board will be scheduled for this purpose.

Mr. Foss said that the I-Gov Group will hold an assembly and reception on May 20 for newly elected government officials.

4. **Comments of Visitors**
   None

5. **Staff Reports**
   a. **Robert Simmons, Manager Community Resources**
      Community Resources Manager Robert Simmons reported on the progress of the Library's engagement program to our most vulnerable patrons developed over the past year. He reviewed a handout highlighting the many success and challenges of the past year and answered Trustee questions.
   
   b. **Stephen Jackson, Community Resources Specialist**
      Community Resources Specialist Stephen Jackson reported on Library Youth Development Initiatives including peer mentorship and social-emotional support for youth 14 – 21 years of age. Most of the participants are performing in the bottom 25th percentile academically, and are on free or reduced lunch. He highlighted partnerships for youth outreach with Green Line Wheels, Young Life, and Triumph/Triton College, and collaboration with the State’s Attorney’s Office/Community Justice Center.

      A copy of the Community Resources Initiatives report is attached to these minutes as Appendix I.

6. **Financial Reports**
   a. **Disbursements for February 2017**
      Ms. Millan moved approval of *Resolution on Disbursements, February 2017*. Ms. Kelenson seconded the motion.

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

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

   b. **February 2017 Financial Reports**

7. **Unfinished Business**
   a. **Borrowing of Library Items Policy**
      Mr. Seleb explained that since the Board of Trustees approved the new *Borrowing of Library Items Policy* last month, new information from SWAN (System Wide Automated Network) has necessitated changes to the policy. Now, all cardholders who visit Oak Park
Public Library to check out materials will have the overdue fine free privilege. In addition, Oak Park Public Library cardholders using interlibrary loan will also have the fine-free privilege for interlibrary loan materials checked out at Oak Park Public Library.

In April, we expect the automatic renewal experience to begin. Items that are eligible to be renewed will be renewed automatically up to 5 times, as long as the item is not on hold for another cardholder. Patrons will receive notice each time materials are about to be renewed and then again when they are due. The previous policy draft specified that borrowing privileges would be blocked after any items were overdue for 42 days. SWAN policy does not permit use of that specific number of days, so Library staff is recommending a change to 5 automatic renewals. The policy now reads that if a patron has more than three items overdue at one time, their borrowing privileges will be blocked until the items are paid for or returned.

Mr. Samuels moved approval of the revised Borrowing of Library Items Policy as revised. Ms. Kelenson seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustee Fruth

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

b. Library Meeting Spaces Policy

Mr. Seleb presented for discussion a proposed Meeting Spaces Policy resulting from Trustee conversations last month as well as conversations among Library staff and leadership.

There was discussion of the difference between limited public forums (current policy), and designated public forums (revised policy). The Library attorney has expressed concern that the proposed policy could be interpreted as making library spaces a designated public forum and may present some First Amendment issues if the Library then tries to restrict meeting content in any way.

Ms. Kelenson expressed concern about the removal of the prohibition on sales and solicitations. Most Trustees seemed comfortable with removing fees for non-profits and allowing non-resident cardholders to rent unreserved space one month in advance. Oak Park cardholders can rent space up to four months in advance.

Discussion of changes in the Meeting Spaces Policy will continue next month.

8. New Business
9. **Reports**

a. **Executive Director – Library Effectiveness**
   In addition to his narrative report, Mr. Seleb said that he will conduct two Learn While You Earn Sessions on his Cuba trip for staff on April 13 and April 17, as well as a presentation at the June 2 all staff meeting.

   Mr. Seleb also reviewed a memorandum he had drafted evaluating the successes and challenges of the Intergovernmental Agreement with the Village of Oak Park for providing parking spaces for Library staff at the Avenue Parking Garage. Mr. Foss suggested that an ad hoc committee to discuss this issue be appointed.

   Ms. Kelenson noted that she likes the idea of a committee to discuss and evaluate the parking pass agreement. She also pointed out that the meeting room policy issue would also be a good issue for an ad hoc committee.

   Ms. Millan noted that it would be good for Oak Park Public Library staff and Trustees to network with staff at the Austin Branch of the Chicago Public Library as well as staff and trustees of suburban libraries. Mr. Seleb responded that he is actually meeting with the Director of the Austin Branch Library this week.

   A copy of the Executive Director’s narrative report and Report on Staff Parking in the Avenue Garage are attached to these minutes as Appendix IV.

b. **Deputy Director – Capacity and Infrastructure**
   A copy of the Deputy Director’s narrative report is attached to these minutes as Appendix V.

c. **Managers - Experiences and Initiatives**
   A copy of the Library Experiences and Initiatives Report, February 2017 is attached to these minutes as Appendix VI.

d. **Library Statistics**
   Data Analyst Grant Halter presented, and Trustees discussed, a new, color-coded format for the Oak Park Public Library Use Statistics, February 2017. The hope is that the color coding will make the rows of numbers easier to read. It was Trustee consensus that this was a great improvement to the report.

e. **Friends of the Library**
   Mr. Seleb reported on the meeting of the Friends of the Library Executive Board held on Monday, March 20. This was their Annual Meeting and the Friends Board elected the same slate of officers as last year. They also elected Paul Buchbinder as a new member of the Friends Executive Board. Paul will also act as liaison between the Friends of the Library and staff at Oak Park River Forest High School and will coordinate this year’s Book Fair on August 4 – 6.
f. Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly, ILA Public Policy Committee)
The next Council of Governments (COG) meeting is scheduled for Wednesday, April 5. Mr. Seleb will be attending National Library Legislative Days May 1 - 2. The budget impasse in Springfield continues.

g. Collaboration for Early Childhood
Ms. Fox reported that the Collaboration would participate in the April 23 Run for Life 5K. Ms. Fox said that she volunteered at this event last year and the Collaboration raised about $17,000 from participation in this event.

h. Employment and Separation from Employment
The report *Oak Park Public Library Employment and Separation from Employment, Reported from February 24, 2017 through March 23, 2017* was included in Board packets.

10. **Adjournment**
There being no further business, at 9:41 p.m. Mr. Samuels moved adjournment of the meeting. Ms. Millan seconded the motion and the meeting was adjourned by acclamation.