May 23, 2017

Minutes of the regular Annual Meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, May 23, 2017 at 7:15 p.m. in the Veterans Room of the Main Library.

1. **Oaths of Office and Installation of Trustees**
   Vicki Scaman, Village Clerk of the Village of Oak Park administered the Oath of Office to the following newly elected and reelected Library Trustees:

   Matthew Fruth
   Sarah Glavin
   Christian Harris
   Mary Anne Mohanraj

2. **Call to Order and Roll Call**
   The roll was called at 7:34 p.m. by Trustee Kelenson.

   Present: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, and Mohanraj
   
   Absent: Library Trustee Millan
   
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Lori Pulliam, Manager, Experiences and Initiatives, Public Services; Jodi Kolo, Manager, Communication Services; Kathleen Spale, Assistant Manager, Materials Services; Martyn Churchouse, Assistant Manager, Branch and Access Services; Alexandra Skinner, Assistant Manager, Adult and Teen Services; Leigh Tarullo, Curator, Archival Collections; Emily Reiher, Archivist; Rashmi Swain, Librarian, Adult and Teen Services; Grant Halter, Data Analyst; Sarah Yale, Neighborhood Services Librarian; Anne Bensfield, Children's Digital Learning Librarian; Matt Baron, former Library Trustee; and Rita Earle, Office Manager

3. **Election of Officers**
   The Nominating Committee for Board Officers, Ms. Kelenson and Mr. Fruth, joined by Mr. Foss, met on Saturday May 20. Ms. Kelenson said that the Committee agreed to nominate the following slate of candidates for Board of Trustee officer positions for 2017:

   President: Matthew Fruth
   Vice-President: Ted Foss
   Finance Officer: Christian Harris
   Secretary: Sarah Glavin

   Ms. Mohanraj seconded the nominations.

   Mr. Fruth asked if there were any further nominations and there being none, called the question. Ayes: all.

4. **Approval of Minutes**
a. **Regular Meeting - April 25, 2017**
Mr. Harris moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, April 25, 2017. Ms. Kelenson seconded the motion. Ayes: all.

5. **Trustee Comments and Board Calendar**
Mr. Seleb highlighted the following items from the May 2017 Board Calendar:

- Friday, June 2 is the semi-annual half-day closing for Staff Engagement Day.
- On Sunday, June 4, the Library will host the Elected Officials Breakfast at 9:00 a.m. followed by an early opening at 11:00 a.m. to coincide with A Day in our Village festivities.
- On Thursday, June 8 the Library will hold a Volunteer Appreciation Event with a tour of the green roof at 3:00 p.m.

a. **Certificates of Appreciation to Recognize the Service of Matthew Baron, Win Fox, and Bruce Samuels**
Mr. Fruth read aloud and presented a Certificate of Appreciation to Recognize the Service of Matthew Baron to the Library. Mr. Baron was on hand to accept the Certificate and thanked the Board of Library Trustees.

Certificates of Appreciation to Recognize the Service of Win Fox and Bruce Samuels to the Library will be delivered to them at their homes.

6. **Visitor Comments**
None

7. **Staff Reports**
a. **Harwood Community Engagement**
Anne Bensfield, Children’s Digital Learning Librarian, and Sarah Yale, Neighborhood Services Librarian, presented about their use of the Harwood method for community engagement in their areas of practice.

Anne and Sarah have been using the Harwood Innovation Space Tool in house to conduct I-Space Story hours for staff. Staff comes together for an hour long meeting to discuss stories of their work life at the Library and what they are learning during their interactions with each other and with the public. Soon, Anne and Sarah will be introducing I-Space on the Go, with staff going out into the community and listening to neighbors regarding their aspirations for the community.

Sarah discussed community engagement through Paperback Rider book bike visits to parks, community events, neighborhood block parties, and small businesses.

Mr. Harris commented that he is on the Board of the Chamber of Commerce. Sarah brought the book bike to their Health Fair and did a great job.

8. **Financial Reports**
a. **Disbursements for April 2017**

Mr. Foss moved approval of *Resolution on Disbursements, April 2017*. Ms. Glavin seconded the motion. Ayes: all.

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

b. **April 2017 Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expense for April, 2017.

In response to a question from Mr. Harris, Ms. Earle said the negative balance on the Community Bank checking account is misleading and has to do with the timing of when checks are run and the transfer of money from the money market checking account to the operating checking account to cover those disbursements. A negative balance in the reconciliation at month’s end does not mean that the checking account is actually overdrawn.

In response to a question from Mr. Harris, Mr. Seleb said that over the past couple of years the Library has consolidated manager positions into a collaborative team of two Managers of Experiences and Initiatives, Lori Pulliam for Public Services, and Elizabeth Marszalik for Digital and Materials Services. This facilitates holistic systems thinking and breaks down barriers between departments so that Assistant Managers and the teams under them can also work collaboratively to achieve the objectives of the Library Strategic Plan. This year the Library has also budgeted for a Human Resources Manager. The position has been posted and it is hoped that that person is in place by the end of summer.

In response to a question from Ms. Mohanraj regarding hiring locally and whether or not Oak Park Public Library staff is unionized, Mr. Seleb said that unions have never been active at Oak Park Public Library. Ms. Kelenson noted that there had been a policy provision some years ago that the Executive Director reside in Oak Park, but that the Board of Trustees had eliminated that policy in the interest of attracting the very best talent.

In response to a question from Ms. Glavin regarding fluctuating demands for library materials with the new fine free policy, Ms. Pulliam discussed staff strategies to address this possibility.

In response to a question from Ms. Glavin regarding parking lot expense, Mr. Madigan said that while there have been regular updates to the software running the system, the gate equipment itself is original to when the building opened in 2003. The physical equipment is aging and there have been many calls for repair this year. Staff is looking into whether we need to budget for replacement of this equipment in 2018.

9. **New Business**

a. **Appointment of I-Gov Representative**
Mr. Fruth gave some background on the genesis of the I-Gov Group. The group, consisting of Trustee representatives from each of the Oak Park governing bodies, formed to look for ways to collaborate for greater efficiency, understanding, and resource sharing across agencies. Mr. Foss and Ms. Fox have been serving as the Trustee representatives from the Library. Mr. Foss is happy to continue, but Mr. Fruth would like to replace Ms. Fox as co-representative. Ms. Glavin expressed willingness to serve in this capacity.

b. Adjustment of Executive Director’s Salary
Mr. Fruth explained that the Board of Library Trustees had completed its annual evaluation of the Executive Director in April. The Trustees’ review of the Executive Director’s performance was very positive, and it was consensus to adjust the Executive Director’s salary by 4 percent. However, since this was not an item included in the agenda for open session in April, action was deferred.

Ms. Kelenson moved that the salary of the Executive Director be increased by 4 percent, to $135,515, effective immediately. Mr. Foss seconded the motion. Ayes: five. Abstention: one. Absent: one. The motion carried.

10. Reports
a. Executive Director – Library Effectiveness
A copy of the Executive Director’s narrative report is attached to these minutes as Appendix II.

Ms. Mohanraj asked a question about President Trump’s proposal for dismantling of the Institute of Museum and Library Services. Ms. Kelenson responded that there are many U.S. House and Senate members signing on to the idea of actually increased funding. Ms. Kelenson discussed her participation in the ALA Legislative Days in Washington, D.C. and encouraged new members to attend this annual lobbying effort next year.

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.

In response to a question from Ms. Glavin, Ms. Pulliam briefly discussed how electronic subscriptions are selected and evaluated for inclusion in the Library’s collections.

In response to a question from Ms. Mohanraj, Ms. Yale said that staff had conducted one Spanish language story time, in addition to the English/Spanish bilingual story times that are given by Children’s Services Librarian Jose Cruz, and that it had not been well attended. At this point, staff is still gathering information on level of need and how to get the word out to the Spanish-speaking community so that such program can be as successful as possible.

d. Library Statistics
Mr. Fruth discussed the historical progression of Library Statistical reporting and how we are moving forward from a purely numerical reporting system to more graphic representations of statistical measures over time.

Mr. Seleb said that feedback on the usefulness of our current reporting from new Trustees is encouraged. He said that we are using a new product, Savannah, from a company called OrangeBoy to help with data collection on how well we are saturated within the community and what portions of the community we need to work to reach.

e. **Art Committee**
Mr. Foss reported on the activities of the Art Committee formed to evaluate the current status of Library’s permanent art collection. The Committee has been reviewing the condition, placement, and purpose of the collection. Some questions being considered are how can we use the collection to engage staff and the public with the collection and is that something that we want? The Committee expects to have a formal report and recommendations by November.

f. **Friends of the Library**
Ms. Kelenson reported on the Friends of the Library Executive Board meeting held on May 15. The main discussion was on the Friends of the Library Annual Book Fair scheduled for August 4 and 5. There is an additional challenge this year in that the small gym off the South Cafeteria is not available. Oak Park and River Forest High School staff has been very cooperative in working with Book Fair volunteers. Friends of the Library Board members also said that they had appreciated a visit from one of the Library Board candidates.

g. **Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly)**
Mr. Fruth explained that the Council of Governments or COG is a regular meeting of the chief executives and Board Presidents of all the governing bodies in Oak Park. The next meeting of that group will be Wednesday, June 7.

The I-Gov Group is in transition because of the recent election but hopes to be able to plan a joint assembly for the taxing bodies to exchange information.

A primary legislative concern to libraries and municipalities is property tax freeze legislation now making its way through the Illinois Legislature. There is also legislation designed to hamper municipalities and libraries in development of insurance consortia that is gaining some traction.

h. **Collaboration for Early Childhood**
Ms. Pulliam reported on the Annual Meeting of the Collaboration for Early Childhood. The group discussed highlights from the past year and a pilot program in cooperation with the Erickson Institute.

i. **Employment and Separation from Employment**
A copy of the report *Oak Park Public Library Employment and Separation from Employment Reported from April 20, 2017 through May 18, 2017* was included in Board packets.

11. **Closed Session**
   a. 5 ILCS 120/2(c)(11): to discuss litigation pending before a court or administrative tribunal

   At 9:35 p.m. Mr. Foss moved for adjournment to a closed session to discuss litigation pending before a court or administrative tribunal.

   Ms. Glavin 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

12. **Open Session**

    At 9:48 p.m. the Board of Library Trustees returned to open session.

    Mr. Seleb asked Trustees if they would all be able to attend the regular meeting on June 27. This is one of the bi-annual dinner meetings that Trustees have with the members of the Leadership Team. Ms. Millan had already indicated that she will not be able to attend, but those present had no conflict with the June 27 date.

13. **Adjournment**

    There being no further business, Mr. Fruth asked for a motion to adjourn the meeting by acclamation. Ms. Kelenson so moved and the meeting was adjourned at 9:52 p.m.