October 24, 2017

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, October 24, 2017 in the Scoville Meeting Room of the Main Library. President Fruth called the meeting to order at 7:33 p.m.

1. Call to Order and Roll Call
Secretary Sarah Glavin called the roll

Present: Library Trustees Glavin, Fruth, Harris, Kelenson, and Millan

Absent: Trustees Ted Foss, Maryanne Mohanraj

Also present: David J. Seleb, Executive Director; James Madigan, Deputy Director; Alexandra Skinner, Assistant Manager for Adult and Teen Services; Billy Treece, Manager for Human Resources; Elizabeth Marszalik and Lori Pulliam, Managers for Library Experiences and Initiatives; Grant Halter, Library Data Analyst; and Jodi Kolo, Manager for Communication Services.

2. Approval of Minutes
   a. Regular meeting – September 26, 2017
      Trustee Kelenson moved for approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, September 26, 2017. Trustee Harris seconded the motion. Ayes: All.

3. Trustee Comments and Board Calendar
   a. Trustee Millan shared her appreciation for the Trustee Learning Event that took place on October 3 with trustees from public libraries in River Grove, Forest Park, River Forest, and Elmwood Park. Millan said she also enjoyed hearing from Dee Brennan, Executive Director of the Reaching Across Illinois Library System (RAILS) and Aaron Skog, Executive Director of the System-wide Automation Network (SWAN) about their services.

      Trustee Kelenson agreed and requested more opportunities like it in the future.

4. Visitor Comments
   a. Oak Park resident Harold Hohlen expressed his concern for the care and respect of the American flag that hangs outside the Main Library. Trustee Kelenson asked for a staff update on this issue.

   b. Frances Kraft of the The Equity Team of Oak Park and River Forest (E-Team) presented an overview of her group’s evolution and goals. Kraft said the E-Team focuses on building college and career readiness by building relationships between families, resources, and schools. She commended the library and its role in helping secure a $150,000 Institute of Museum and Library
Services grant being used to fund a new college and career readiness initiative taking place at the Main Library throughout the 2017-18 academic school year.

5. Financial reports
   a. Disbursements and October 2017 Financial Reports
   Trustee Fruth suggested approval of all September disbursements report take place at the November meeting, along with disbursements report for October. Trustee Kelenson agreed and made a formal motion. Trustee Millan seconded the motion.
   Ayes: all.

6. Unfinished Business
   Deputy Director Madigan presented the third draft of the proposed budget for fiscal year 2018. In this draft, Madigan noted the following:
      ● A reduction of Illinois Municipal Retirement Fund (IMRF) expenses, due to positive market conditions
      ● A reduction in parking lot expenses, beginning February 1, 2018, as the library plans to test a no-fee parking program
      ● An increase in the hourly wage for entry-level staff, from $10.50 to $12 per hour, and the movement of 34 part-time employees from not-benefited status to benefited status
      ● A SWAN fee increase
      ● A one-time investment of $250,000 for technical infrastructure improvements

   Trustee Fruth made a motion for a roll call vote to approve the 2018 budget. Ayes: all.

   Trustee Fruth made a second motion for a roll call vote to levy Oak Park taxpayers through the Village of Oak Park for payment on the 2018 budget. Ayes: all.

   Trustees Fruth and Glavin signed the “Resolution setting forth the financial requirements for the Oak Park Public Library for the fiscal year ending January 1, 2018, ending December 31, 2018.”

7. New Business
   a. FY 2018 Per Capita Grant Requirements
   Executive Director Seleb reviewed this year’s requirements. The trustees reviewed Chapter 12 of Serving Our Public 3.0 and Chapters 1 – 5 of the Trustee Facts File, Fourth Edition. He also noted the required participation in a free, online learning opportunity regarding library safety.

   Executive Director Seleb said that work had begun to update the library’s Disaster Plan and to create a Crisis Communications Plan. Trustee Kelenson asked for a staff update at the November meeting.
8. Reports
   a. Executive Director
      Executive Director Seleb discussed the Urban Library Council’s Annual Forum, October 11-13 in St. Paul, MN, its theme of leading in a democracy and civic literacy, and its focus on race and social equity.

      Trustee Fruth shared his approval for taking the library in this direction. Trustee Millan said it felt like a next logical step. Trustee Glavin said she noted that overall it seems libraries are becoming less neutral on these issues. Trustee Kelenson said she recognized the library has moral capital around these issues and would approve of the opportunity to use it.

      Executive Director Seleb said he and staff plan to think about objectives to include in the 2018 strategic plan for progress to achieve racial and social equity.

   b. Deputy Director
   c. Managers’ Reports
   d. Statistics
   e. Friends of the Library

   f. Legislative
      Trustee Glavin said the next annual iGov Assembly will be November 11 at Julian Middle School with a theme of “How Does Your Garden Grow?” The meeting would offer perspectives from local experts in city planning and urban development. Glavin said all trustees and the public are invited to attend.

   g. Collaboration for Early Childhood
      Manager Pulliam shared that the Collaboration’s “Early Childhood Resources Fair” would take place at the Main Library on Saturday, October 28. The fair’s intention is to connect local agencies and families with services and support.

   h. Employment and Separation from Employment Report

11. Adjournment
   President Fruth adjourned the regular meeting of the Board of Library Trustees of the Village of Oak Park at 10:05 pm.