January 23, 2018

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, January 23, 2018 in the Scoville Room of the Main Library. The meeting was called to order at 6:30 p.m. by President Fruth.

1. **Roll Call and Call to Order, Dinner with the Leadership Team**
   Present: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, Millan, and Mohanraj

   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director, Billy Treece, Director of Human Resources; Robert Simmons, Director of Social Services and Safety; Lori Pulliam, Director of Public Services and Programs; Jodi Kolo, Director of Communications; Elizabeth Marszalik, Director of Collections and Technology; Alexandra Skinner, Manager of Adult and Teen Services; Grant Halter, Data Analyst; Jamael I. Clark, 420 S. Kenilworth Avenue, Oak Park; and Rita Earle, Office Manager

   In response to a question from Trustee Foss, Ms. Kolo described the meetings of the Communications Managers of various agencies within the community.

   Ms. Pulliam discussed the success of Code Fest, in which approximately 200 community members, parents, and kids participated. Children’s Services Librarian Anne Bensfield was thrilled with the turn-out for the program and should be congratulated for the success of this program.

   Trustees and Leadership Team members discussed use of demographic information staff has been gathering through the OrangeBoy platform to pinpoint areas of the community where library use is less frequent. Once there is enough data, staff can begin to identify why these community members are not library users and develop strategies to better meet the needs of those parts of the community.

2. **Approval of Minutes**
   a. **Regular Meeting – November 28, 2017**

      Trustee Foss moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on November 28, 2017. Trustee Kelenson seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

   President Fruth asked that A Day in Our Village be added to the calendar.

   Following a comment by Trustee Harris regarding a newly formed Oak Park property tax watch group, Trustees briefly discussed the group’s interest in consolidation of taxing bodies, i.e. the Oak Park Township being subsumed by the Village of Oak Park.
IGov now has a regular meeting schedule, and Ms. Glavin asked that those meetings be added to the calendar.

4. **Visitors Comments**
Jamael I. Clark, 420 S. Kenilworth Avenue, Oak Park introduced himself as the Spoken Word Coordinator for the Oak Park Education Association and suggested that the Library add a maker space/multi-media center for teens. He said that he would be very interested in being involved in such a project.

5. **Staff Presentations**
a. **Jodi Kolo and Grant Halter**
   Trustees reviewed and Ms. Kolo and Mr. Halter answered questions on a Proposed 2018 Reports format to the Board of Trustees. The new written reporting will be designed to more closely align with the objectives of the Strategic Plan.

6. **Financial Reports**
a. **Disbursements November and December 2017**
   Trustee Mohanraj moved approval of *Resolution on Disbursements, November 2017* and *Resolution on Disbursements, December 2017*. Trustee Harris seconded the motion. Ayes: all.

   Copies of the resolutions are attached to these minutes as Appendix I.

   b. **November and December 2017 Financial Reports**
   In response to a question from Trustee Glavin, Mr. Treece said that although the Library has not yet participated in a wellness initiative, the IPBC consortium has a wellness program that is definitely of interest to us.

   There was a brief discussion of the Library fund balance.

7. **Unfinished Business**
a. **Library Bylaws – Proposed Revision**
   Trustees briefly discussed a proposed revision to *Bylaws of the Board of Trustees of the Oak Park Public Library*. Action on this item is expected in February 2018.

   b. **Youth Library Advisory Board Proposal**
   Mr. Seleb reviewed and Trustees discussed a memorandum summarizing a discussion among managers and pertinent staff regarding the possible formation of a Youth Advisory Board.

   The memorandum dealt with three specific questions:
1. What is our present level of engagement with teens?
2. How do teens use the library and how are our spaces serving their needs?
3. Why would we want a teen or youth board and what would be its objective?

There followed a wide-ranging discussion of youth spaces and services and how best to weave the needs of this population into the library strategic plan. Trustees agreed that they would like something akin to a teen town hall prior to budgeting and/or planning for specific strategic priorities in this area.

8. **New Business**
   a. **Meeting Spaces Policy Proposed Revision**
      President Fruth said that he had requested a revision to the Meeting Spaces Policy to make clear that library spaces and resources are not to be used by political parties or candidates for specific political campaign activities. The proposed revision also eliminates the Library Computer Lab as available for rentals due to changing service needs.

      There was some discussion, and Mr. Seleb will consult the Library’s attorney regarding the best wording for the proposed revision.

   b. **Non-discrimination and Anti-harassment Policy**
      Mr. Seleb said that this revision brings our policy into compliance with provisions of Illinois Public Act 100-0554 and its requirement that a resolution be passed adopting the new policy.

      Trustee Kelenson moved approval of *A Resolution Establishing an Updated Sexual Harassment Policy for the Oak Park Public Library in Order to Comply with Public Act 100-0554*. Trustee Harris seconded the motion and a roll call vote was taken as follows:

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

      Nays: None

      Copies of *A Resolution Establishing an Updated Sexual Harassment Policy for the Oak Park Public Library in Order to Comply with Public Act 100-0554* and the new policy statement are attached to these minutes as Appendix II.

   c. **Executive Director’s Annual Performance Evaluation**
President Fruth noted that included in the Board packet this month are copies of the Executive Director Job Description and the Evaluation Tool that has been in use for the past several years. President Fruth has asked Trustee Glavin to facilitate the evaluation this year. The evaluation tool will be sent to Trustees through Survey Monkey. Trustees are asked to complete the tool prior to the February Board meeting so that Trustee Glavin can tabulate results and the Board can discuss in closed session.

9. Reports
   a. Executive Director
      Mr. Seleb said that he and his colleagues have scheduled the next local trustee forum for April 10. He asked Trustees to let him know about topics of interest to inform the planning process for this learning session.

      Mr. Seleb said a new Organization Chart and a document detailing changes being made in some position titles within the management structure of the library are included in the Board packets this month.

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

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

   c. Managers
      A copy of the Managers’ report is attached to these minutes as Appendix V.

   d. Library Statistics
      Trustees reviewed Library Statistics for November and December 2017.

   e. Friends of the Library
      Trustee Kelenson reported on the Friends of the Library Executive Board meeting held on January 22. The Friends discussed key issues surrounding their financial health including the costs involved in running the Book Fair and recognition of the fact that additional fundraising avenues should be explored. Book Fair 2017 final revenue figures are expected to be available in March 2018.

   f. Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly)
      Council of Governments meets on February 7.
The IGov Group will meet on Friday, January 26. Mr. Foss said that he has shared the Library Strategic Plan with the group. The group is looking at April or May for the next joint assembly.

President Fruth said there are no new developments in the Illinois General Assembly.

g. **Collaboration For Early Childhood**
Ms. Pulliam said that the Collaboration for Early Childhood would hold its first meeting since November on Friday, January 26.

f. **Employment and Separation from Employment**
The reports *Oak Park Public Library Employment and Separation from Employment Reported from November 22, 2017 through December 21, 2017* and *Reported from December 22, 2017 through January 18, 2018* were included in Board packets.

10. **Closed Session**
a. According to ILCS 120/2(c)(11): to consider litigation, when an action against, affecting, or on behalf of the public body has been filed or is pending

At 9:33 p.m. Mr. Harris moved that the Board of Library Trustees adjourn to executive session to consider pending litigation in accordance with ILCS 120/2(c)(11).

Ms. Millan seconded the motion and roll call vote was taken as follows:

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

Nays: None

Absent: None

At 9:44 p.m. the Trustees returned to open session.

11. **Adjournment**
There being no further business, the meeting was adjourned by acclamation at 9:45 p.m.