March 27, 2018

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, March 27, 2018 in the Scoville Room of the Main Library. President Fruth called the meeting to order at 7:02 p.m.

1. **Call to Order and Roll Call**
   - Library Trustees Fruth, Foss (7:15 p.m.), Glavin, Harris, Kelenson, Millan (via videoconference) and Mohanraj
   - Absent: None
   - Also present: DavidSeleb, Executive Director; Jim Madigan, Deputy Director; Elizabeth Marszalik, Director for Experiences and Initiatives, Materials and Digital Services; Grant Halter, Data Analyst; Leigh Tarullo, Manager, Special Collections; Stephen Jackson, Social Services Specialist; and Rita Earle, Office Manager

   Trustee Glavin moved that Trustee Millan be authorized to participate in the meeting remotely via videoconference. Trustee Kelenson seconded the motion. Ayes: all.

2. **Approval of Minutes**
   - Trustee Glavin 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 27, 2018 as presented. Trustee Harris seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**
   - In response to a question from Trustee Glavin, President Fruth said that the Council of Governments is a regular meeting of the local government agency executives and elected Board Presidents. This meeting is a general discussion of the strategic activities going on at the various agencies. Occasionally, there is a presentation by one or another of the agencies on a specific topic.

   Mr. Seleb said that the Management Council is a working meeting of agency executives.

   Mr. Seleb noted that an article regarding the Library’s permanent art collection would be featured in the March 28 edition of the *Wednesday Journal*.

4. **Visitors**
   - None

5. **Staff Reports**
   a. **Stephen Jackson, Social Services Specialist** re: Leading Edge
      - Stephen Jackson, Social Services Specialist, reported on and answered questions regarding the Leading Edge program that focuses on youth development for the youth population at Oak Park Public Library. The programs give participants specialized support in learning life-skills that help them maneuver successfully in life.

   b. **Executive Director**
      - In addition to his written report, Mr. Seleb thanked Trustees who put information on social media about our intention to learn more about the community’s aspirations.
A copy of the Executive Director’s narrative report is attached to these minutes as Appendix I.

c. **Strategic Priorities and Objectives**
Trustees reviewed and discussed *Strategic Objective Reporting/Stewardship, March 2018*. The report highlighted the following:

- National Citizens Survey Historical Data Comparison
- Tax Levy Status
- Capital Assets Study
- Technology Infrastructure Improvements
- Special Collections

A copy of *Strategic Objective Reporting/Stewardship, March 2018* is attached to these minutes as Appendix II.

d. **Statistics and Data**
Trustees then briefly reviewed *Oak Park Public Library Use Statistics – February 2018*.

6. **Financial Reports**
   a. **February 2018 Disbursements Resolution**
   Trustee Millan moved approval of *Resolution on Disbursements, February 2018*, Trustee Harris seconded the motion. Ayes: all.

   A copy of *Resolution on Disbursements, February 2018*, is attached to these minutes as Appendix III.

   b. **Financial Reports**
   Trustees then reviewed bank balances, cash position, and the Statement of Income and Expense for February 2018.

7. **Additional Reports**
   a. **Intergovernmental Committee**
   Trustees Glavin and Foss reported on activities of the IGov Committee. Currently, they are focused on the upcoming joint assembly event in May. This session will center on the benefits each agency provides to the community.

   b. **Council of Governments**
   No Report.

   c. **Legislative Activity**
   Executive Director David Seleb and Trustee Ted Foss will attend American Library Association Legislative Day in Washington, D.C. May 7 - 8. This is an annual event where library staff and supporters have the opportunity to meet with national legislators and their staff regarding issues of importance to libraries.

   President Fruth said that there has been no significant action recently on the State Legislative front.

d. **Friends of the Library**
Trustee Kelenson reported on the Annual Meeting of the Friends of the Oak Park Public Library held on March 19. For the first time, the Friends of the Library sustained a loss on the 2017 Book Fair. They plan to develop a budget for 2019 in 2018, something they have never done before. Ms. Mohanraj suggested that the Friends of the Library need a consultant to help with succession planning.

e. **The Collaboration for Early Childhood**
The Collaboration for Early Childhood did not meet this month.

f. **Employment and Separation from Employment**
Trustees reviewed the report *Oak Park Public Library Employment and Separation from Employment Reported from February 23, 2018 through March 22, 2018*, which was included in Board packets.

8. **Unfinished Business**
a. **Crisis Plan Policy**
Trustees reviewed a proposed Crisis Plan Policy authorizing the Executive Director to develop and implement the Library’s Crisis Plan. The Crisis Plan itself was reviewed last month. An updated version, incorporating Trustee suggestions is included in Board packets this month.

Trustee Harris moved approval of *Crisis Plan Policy* as presented. Trustee Mohanraj seconded the motion. Ayes: all.

Copies of the *Crisis Plan Policy* and *Crisis Plan* are attached to these minutes as Appendix IV.

b. **Severe Weather and Violent Incidents Policies**
Mr. Seleb said that the new Crisis Plan will cover severe weather and violent incident contingencies and that the old policies need to be rescinded by the Board of Library Trustees.

Trustee Foss moved that the Board of Library Trustees rescind *Severe Weather* and *Violent Incident Prevention and Response* policies. Trustee Glavin seconded the motion. Ayes: all.

c. **Start Time for Regular Board Meetings**
After some discussion, it was consensus of the Board of Library Trustees to move the start time of the regular Board meeting to 6:30 p.m. beginning with the Annual Meeting in May 2018. The regular meeting of April 24 will start at 7:00 p.m. It was consensus that an earlier start time was needed to try to finish meetings before the Library closes at 9:00 p.m.

9. **New Business**
None

10. **Closed Session**
a. According to ILCS 120/2(c)(1) (the performance evaluation of the library’s executive director)
Trustee Glavin said that Trustees have not yet finished the evaluation tool for the Executive Director, so this item will be tabled until next month and there would be no closed session that evening.

Trustee Glavin suggested that Library privacy policies might need to be reviewed in light of the new data being collected through OrangeBoy and other tools.

11. **Adjournment**
   There being no further business at 8:31 p.m, Trustee Glavin moved adjournment of the meeting. Trustee Foss seconded the motion and the meeting was adjourned by acclamation.