Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, April 24, 2018 in the Scoville Room of the Main Library. The meeting was called to order by President Fruth at 7:02 p.m.

1. **Call to Order and Roll Call**
   Present: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, Millan and Mohanraj
   Absent: None
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Alexandra Skinner, Manager of Adult and Teen Services; Juanita Harrell, Librarian, Adult and Teen Services; Grant Halter, Data Analyst; John Williams, Executive Director of Youth Services, Oak Park Township; Chris Donovan, 733 S. Elmwood Avenue, Oak Park; Felicha Beckwith, 658 W. Washington Boulevard, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**
   Trustee Mohanraj moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, March 27, 2018. Trustee Glavin seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**
   In response to a question from Trustee Harris, Ms. Skinner explained that the purpose of the current project of moving collections and installation of new furnishings is to provide additional seating on the second floor and make the fiction and audiovisual collections easier to browse. Biographies will be moved to the third floor so that all non-fiction is located on the same floor.

   Trustee Millan expressed thanks to Executive Director Seleb for the recent Trustee networking event. Mr. Seleb noted that he is making plans for another event in the fall. He will continue to reach out to other west suburban Library Trustees. The goal is to make these networking and information sessions a regular occurrence, and to move the meeting around to different libraries in the area.

   Mr. Seleb reminded Trustees of the LACONI Trustee Banquet scheduled for May 18 at the Carleton of Oak Park. Currently, he, Trustees Harris, Kelenson and Mohanraj are registered to attend. He asked that any other Trustees wishing to attend let him know so that he can register them for the event.

4. **Visitor Comments**
   Chris Donovan, 733 S. Elmwood Avenue, Oak Park, spoke of the apparent demise of the Madison Street road diet, and discussions at the Village level regarding extension of the Madison Street TIF District. He asked the Board of Library Trustees to oppose any proposed extension of the Madison Street TIF District.
5. **Library Partner Presentation**
   a. **John Williams, Director of Youth Services, Township of Oak Park**

   President Fruth said that he had asked John Williams, Director of Youth Services at the Township of Oak Park, to present to Library Trustees.

   Mr. Williams discussed the work of the Youth Intervention team, giving background on the genesis of the Youth Intervention program and information on current case load statistics regarding youth served and issues addressed through the program.

6. **Staff Reports**
   a. **Staff Introduction – Juanita Harrell, Librarian, Adult and Teen Services**

   Mr. Seleb invited Juanita Harrell, newly hired Adult and Teen Services Librarian to introduce herself.

   Ms. Harrell said that she was most recently employed by the County of DuPage Law Library. Before that, she had worked at Oak Park Public Library as a Library Assistant, and then as a Librarian. Her new area of practice at Oak Park Public Library will now be as Health and Wellness Librarian.

   b. **Technology Infrastructure, Elizabeth Marszalik and Marcin Terlik**

   Mr. Seleb said that the *Technology Improvements Plan Report* included in Board packets was a report drafted by Elizabeth Marszalik, Director for Experiences and Initiatives, Materials and Digital Services, and Information Technology Services Manager Marcin Terlik in response to questions received from Trustees last month.

   A copy of *Technology Improvements Plan Report* is attached to these minutes as Appendix I.

   c. **Executive Director**

   Mr. Seleb drew Trustees’ attention to the following section of his monthly report:

   “Activating Community Opportunities Grant / ABCD Site Visit

   Members of the three grant partner agencies – The Equity Team of Oak Park, Oak Park Public Library, and Triton College – met with Mr. Ron Dwyer-Voss on April 16 and 17 for a developmental evaluation and assessment of our Activating Community Opportunities Grant work. According to DePaul University’s Asset-Based Community Development Institute website, Mr. Dwyer-Voss is the owner and founder Pacific Community Solutions, Inc., training, consulting, and technical assistance company focused on working with community-based initiatives, nonprofit organizations, and local governments. His work focuses on asset-based community development and organizing, community engagement and mobilization, participatory evaluation, education, and community health.”

   A copy of the Executive Director’s complete narrative report is attached to these minutes as Appendix II.
d. **Strategic Priorities and Objectives**
Trustees reviewed and discussed *Strategic Objective Reporting/Engagement – April 2018*.

A copy of *Strategic Objective Reporting/Engagement – April 2018* is attached to these minutes as Appendix III.

e. **Statistics and Data**
Trustees reviewed and discussed *Core Statistics Report, Q1, 2018*.

A copy of *Core Statistics Report, Q1, 2018* is attached to these minutes as Appendix IV.

7. **Financial Reports**
   a. **March 2018 Disbursements Resolution**
      Trustee Harris moved approval of *Resolution on Disbursements, March 2018*. Trustee Millan seconded the motion.

      After review of specific items, President Fruth called the question. Ayes: all.

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

   b. **March 2018 Financial Reports**

8. **Additional Reports**
   a. **Intergovernmental Committee (IGov)**
      Trustee Glavin reported on the most recent meeting of the IGov Group. The committee is making plans for the next Joint Assembly on Saturday, May 19. Discussion at the meeting centered around what return on investment citizens are receiving for their tax dollars and how services measure up to community expectations. At the Joint Assembly, agencies will be asked to present on their strategic plans and how those plans align with Envision Oak Park.

      Mr. Seleb and Trustees reviewed and discussed *Report on Intergovernmental Cooperation Amongst Oak Park Taxing Bodies; I-Gov Update, February 2018*.

   b. **Council of Governments (CoG)**
      There was no report.

   c. **Legislative Activity**
      Trustee Foss noted that he and Mr. Seleb would be attending the ALA National Library Advocacy Days in Washington, DC on May 7 and 8.
d. **Friends of the Library**  
Trustee Kelenson said that the Friends of the Library Annual Meeting is scheduled for Monday, May 14, 2018.

e. **Collaboration for Early Childhood**  
Mr. Seleb said that he and Lori Pulliam plan to attend the Collaboration for Early Childhood Care and Education Annual Meeting on May 17, 2018.

f. **Employment and Separation from Employment**  
The report *Oak Park Public Library Employment and Separation from Employment, Reported from March 23, 2018 through April 19, 2018* was included in Board packets.

9. **Unfinished Business**  
None

10. **New Business**

a. **Non-resident Library Card Fee Resolution**  
Trustee Foss moved that Oak Park Public Library continue to participate in the State of Illinois non-resident library card program, that the fee for a non-resident card be set at $419.34 for 2018, and that our circulation policies be amended to reflect the change.

Trustee Mohanraj seconded the motion. Ayes: all.

b. **Institutional Data Policy**  
Mr. Seleb invited Trustees to review *Policy on Institutional Data* provided in Board packets in response to an inquiry from Trustee Glavin last month. A brief discussion followed but Trustees had no suggestions for revisions at this time.

c. **Library Facilities Master Plan**  
Mr. Seleb and Trustees reviewed and discussed two documents included in Board packets to facilitate the continuation of the Board exploration of a facilities master plan for Oak Park Public Library – an example of a recent facilities master plan from the Topeka & Shawnee County Public Library and an example of a Request for Proposals.

There was discussion and Trustees asked staff to obtain cost information from the Topeka project to further inform their discussions.

d. **Library Hours of Service**  
Trustees reviewed and discussed a statistical information report from Data Analyst Grant Halter on the Library's current hours of operation. Library staff will be asked to share what they are hearing from patrons about perceived gaps in service hours and what hours that we are not open patrons request most often.

11. **Closed Session**
According to ILCS 120/2(c)(1) (the performance evaluation of the library’s executive director)
At 9:24 p.m. Trustee Millan moved that the Board of Library Trustees of the Village of Oak Park adjourned to executive session to discuss the performance evaluation of the Executive Director.

Trustee Glavin seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: None

12. Open Session
Library Executive Director Salary Adjustment
At 10:05pm the Board of Trustees reconvened to open session.

The board of trustees moved to increase the Executive Director's annual salary by 4 percent, effective May 1, 2018 and moved to provide an additional $1,500 in fiscal year 2018 for the Executive Director's professional development, to be used at his discretion.

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

Nays: None

Absent: None

13. Adjournment
At 10:15pm, President Matt Fruth adjourned the meeting of the Library Board of Trustees.