February 27, 2018

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, February 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**
   Present: Library Trustees Fruth, Gavin, Harris, Kelenson, and Mohanraj
   Absent: Library Trustees Foss and Millan
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Rory O’Neill, Facilities Manager; Elizabeth Marszalik, Experiences and Initiatives Manager, Materials and Digital Services; Lori Pulliam, Experiences and Initiatives Manager, Public Services; Jodi Kolo, Experiences and Initiatives Manager, Communications; Grant Halter, Data Analyst; Daryl Satcher, 914 N. Austin, Oak Park; David Lipke, Cyclone Energy Group; 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 held on Tuesday, January 23, 2018. Ms. Glavin seconded the motion.
   Ayes: all.

3. **Trustee Comments and Board Calendar**
   Trustee Glavin stated that the IGov Joint Assembly meeting has been moved to May 19.

   Trustee Harris said that he had attended an Oak Park and River Forest Chamber of Commerce event where non-profits were invited to come and present about what they offer the community. Oak Park Public Library Business Services Librarian Bridget Opholt presented on collections and services that the Library provides to the local business community. Trustee Harris said he would like to commend her for her presentation.

   Trustee Kelenson remarked on an excellent library program she had attended the previous Saturday afternoon. There was a capacity crowd on hand for the presentation of the film The Orange Story, dealing with incarceration of Japanese Americans during WWII. There was discussion around a growing desire to teach more of this history in schools and to push for more diversity in children’s book writers.

   Trustee Mohanraj noted that the Society for Children’s Book Writers and Illustrators could be a good resource. They have a current initiative focused on developing more diversity in children’s book authorship.

   In response to a question from Trustee Glavin regarding bilingual materials available at the Library to support the Spanish immersion program at District 97 schools, Ms.
Marszalik said that there are current efforts underway by Library staff to add more multilingual materials for both children and adults.

Ms. Mohanraj reminded Trustees and staff that she would like expanding library hours to be part of 2018 budget discussions.

4. Visitor Comments
   a. Retro Commissioning report Cyclone Energy Group
      David Lipke, Cyclone Energy Group, presented and answered questions on the Retro Commissioning Plan report. The search for energy efficiencies revealed opportunities for which Oak Park Public Library could be eligible for grant funding. The plan outlines steps to be taken that could realize $40,000 per year in energy efficiencies for the Library.

      Daryl Satcher, a member of The Leading Man Theatre group that participated in the library’s Social Justice Conference, introduced himself. He communicated a concern for children in the world of today and said that his theatre company would like to continue to partner with the library to find additional ways to support youth.

5. Staff Reports
   a. Executive Director
      Mr. Seleb discussed the free parking experiment in terms of realities and perceptions. Although staff found no real differences in parking volume, comments from the public invariably stated that because no fees were being charged, there were never available spaces. Fees for the parking garage will be reinstated on March 1. Replacement of equipment and software was included in 2018 budget planning.

      Trustees reviewed and discussed the Teen Task Force report issued in December 2016. Trustees Harris suggested an Ad Hoc Board Committee to study the matter of a dedicated teen space in the Library. There was discussion and it was suggested that the library might need to develop a master facilities plan to better address the space and service needs of all its patrons.

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

   b. Strategic Priorities and Objectives
      Trustees reviewed and discussed Strategic Objective Report, February 2018. The report this month is focused on Stewardship and the Objective: Measure, evaluate and communicate our impact.

      A copy of Strategic Objective Report, February 2018 is attached to these minutes as Appendix II.

   c. Statistics and Data
Trustees reviewed *Oak Park Public Library Use Statistics, January 2018* focused on numerical data of Library Visits, Program Attendance, Use of Physical Materials and Use of Digital Materials.

6. **Financial Reports**
   a. **Disbursements Resolution for January 2018**
   Trustee Kelenson moved approval of *Resolution on Disbursements, January 2018*. Trustee Mohanraj seconded the motion.

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

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

   b. **January 2018 Financial Reports**

7. **Additional Reports**
   a. **Intergovernmental Committee (IGov)**
   Trustee Glavin reported on the most recent meeting of the IGov Group.

   b. **Council of Governments**
   President Fruth said that at the most recent Council of Governments meeting, the group received a report from the Township Youth Interventionists. For a $200,000 budget the community is getting a lot of bang for our buck. Mr. Fruth asked that the Youth Interventionists be invited to report on their current efforts to the Board of Library Trustees

   c. **Legislative Activity**
   Mr. Seleb reported that he had attended the ILA sponsored Legislative Lunch with Trustee Kelenson. U.S. Representative Bill Foster was impressive. Trustee Foss will attend ALA National Legislative Day with Mr. Seleb at the beginning of May.

   d. **Friends of the Oak Park Public Library**
   Trustee Kelenson said that the next meeting of the Friends of the Library Executive Board is scheduled for March 19.

   e. **Collaboration for Early Childhood**
   Ms. Pulliam said that the Collaboration for Early Childhood Care and Education is also meeting on March 19.

   f. **Employment and Separation from Employment**
   The report *Oak Park Public Library Employment and Separation from Employment Reported from January 19, 2018 through February 22, 2018* was included in Board packets.

8. **Unfinished Business**
a. **Library Bylaws – Proposed Revision**
Mr. Seleb said that these revisions had been presented for review last month.

Trustee Glavin moved adoption of *Bylaws of the Board of Trustees of the Oak Park Public Library* as revised. Trustee Harris seconded the motion. Ayes: all.

b. **Meeting Spaces Policy – Proposed Revision**
Trustees discussed proposed revisions to the *Meeting Spaces Policy* including new language regarding political events and campaigning activities, removal of the Library Computer Lab from meeting spaces available for rent and clarification that meeting spaces are for use by groups rather than individuals and that we have library study spaces for individual use.

Trustee Kelenson said that she could not support passage of this draft as the provisions regarding political events and campaigning are not enforceable due to staff limitations in monitoring these activities in the meeting spaces.

After some further discussion, Trustee Glavin moved to approve the *Meeting Spaces Policy* as revised. Trustee Mohanraj seconded the motion. Ayes: 4. Nays: 1. Motion carried.

9. **New Business**

a. **Library Crisis Plan – Draft Document**
Mr. Seleb and Trustees reviewed and discussed a new draft document outlining a unified plan for procedures focused on crises that require response from staff and communication to the public and between staff and Library leadership. This new plan will incorporate procedures for both violent incidents and severe weather emergencies Individual policies addressing these crises will be rescinded.

Trustee Kelenson noted that as this is a procedures document, there should be a Board policy statement that the Library has such a plan and the Executive Director is authorized to create and update the plan as needed.

b. **Change of Starting Time for Regular Board Meetings**
This item was deferred until Trustees Foss and Millan could be present.

c. **Discussion of letter regarding anti-discrimination training**
Trustees discussed a letter from Crossroads AntiRacism Organizing & Training (CROAR). This training, agreed to by the local government agencies at a cost $1,000 per agency for up to 16 people, is scheduled for April 7, 2018 from 8:30 a.m. – 3:00 p.m. at Julian Middle School.

10. **Adjournment**
There being no further business, the meeting was adjourned by acclamation at 9:59 p.m.