May 22, 2018

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, May 22, 2018 in the Scoville Room of the Main Library. The meeting was called to order at 6:32 p.m. by President Fruth.

1. **Call to Order and Roll Call**

   Present: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, Millan (via videoconference), and Mohanraj (6:35 p.m.)

   Absent: None

   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Lori Pulliam, Director of Experiences and Initiatives for Public Services; Elizabeth Marszalik, Director of Experiences and Initiative for Digital and Materials Services; Jodi Kolo, Director of Communications; Grant Halter, Data Analyst; Teresa Triplett, 1040 Ontario Street, Oak Park; M. Noel Becker, 5906 Ohio Street, Chicago; and Rita Earle, Office Manager

   President Fruth asked for a motion to allow Trustee Millan to participate in the meeting via videoconference. Trustee Glavin so moved and Trustee Foss seconded the motion. Ayes: all.

2. **Approval of Minutes**

   a. **Regular Meeting – April 24, 2018**

      Trustee Kelenson moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, April 24, 2018. Trustee Glavin seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

   President Fruth noted that Day in Our Village is June 3 and asked for Trustee participation at the Library booth. Director of Communications Jodi Kolo said that whatever works for Trustees is fine. She will email Trustees a schedule for their information.

   Mr. Seleb noted that Friday, June 8 is scheduled as one of the two half-day sessions held each year for Staff Engagement. The Main Library and Dole Branch will open at 2 p.m. on that day.

   There was discussion of the date for the Trustees’ Annual Strategic Planning Meeting in July. At the suggestion of Trustee Harris, Mr. Seleb will send out a Doodle poll so that Trustees can indicate the best dates for them.

4. **Community Members’ and Visitors’ Comments**

   Teresa Triplett, 1040 Ontario Street, Oak Park is very concerned about people sleeping while using the public computers on the third floor. She described an incident where someone was tipped back in their chair asleep and believes that this could lead to someone being hurt in a fall from that position. She also expressed concern and upset when only female staff members staff the service desks during the evening shifts. She believes the Library needs to have better rules and clearer consequences for violation of those rules.

   M. Noel Becker, 5906 W. Ohio Street, Chicago, also addressed Trustees, describing an altercation that she had had with another user and her unhappiness that she had been asked by Library staff to leave the Library.
Trustees thanked Ms. Triplett and Ms. Becker for their remarks.

5. **Staff Reports**
   a. **Executive Director**
      Trustees discussed Executive Director Seleb’s narrative report. Trustee Glavin expressed appreciation on cost information provided for the Topeka and Shawnee County Public Library Facilities Master Plan.

      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 Reporting – Learning – May 2018*.

      A copy of *Strategic Objective Reporting – Learning – May 2018* is attached to these minutes as Appendix II.

   c. **Statistics and Data**
      Trustees reviewed and discussed *Oak Park Public Library Use Statistics – April 2018*.

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

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

   b. **April 2018 Financial Reports**
      Trustees reviewed and discussed bank balances and the Statement of Income and Expense for April 2018.

7. **Additional Reports**
   a. **Intergovernmental Committee (IGov)**
      Trustee Foss reported on the IGov Joint Assembly held on May 18, noting that staff from the Oak Park Public Library led discussions using the Harwood method. Ms. Glavin said that she thought that attendees appreciated being led in a non-judgmental way, as there were strong opinions in the room.

   b. **Council of Governments (CoG)**
      Council of Governments has not met since the last Library Trustee meeting.

   c. **Legislative Activity**
      Trustee Foss reported on his attendance, along with David Seleb, at ALA Legislative Days in Washington, DC, May 7 – 8.

      President Fruth said that nothing of significance to libraries is happening in the Illinois Legislature at this time.
d. **Friends of the Library**
   Trustee Kelenson reported on the meeting of the Friends of the Library Executive Board the previous evening, May 21. The main topic was the Annual Book Fair, which will be held on July 27 and 28. Like last year, there will be two weeks to sort books and materials starting on July 14. The kick off pizza party will be Wednesday, June 20.

   The Friends discussed the possibility that there might be renovation of the high school cafeteria, next year. That would require planning for a new space for the Book Fair.

e. **Collaboration for Early Childhood**
   Mr. Seleb reported on the Annual Meeting of the Collaboration for Early Childhood Care and Education held on May 17.

f. **Employment and Separation from Employment**
   The report *Oak Park Public Library Employment and Separation from Employment Reported from April 20, 2018 through May 18, 2018* was included in Board packets.

8. **Unfinished Business**
   a. **Library Facilities Master Plan**
      Trustees held a brief discussion regarding a Library Facilities Master Plan. Mr. Seleb suggested that a more in depth discussion could be held as part of the Special Meeting for Strategic Planning.

   b. **Library Hours of Service**
      Mr. Seleb and Trustees reviewed and discussed a *Results Overview: Hours Input from Library Staff*. Mr. Seleb suggested that further discussion of Library hours of operation be discussed in the context of the Library Strategic Plan.

9. **New Business**
   a. **Special Library Service Hours for A Day in Our Village**
      Mr. Seleb said that staff is requesting authorization to open two hours early, at 11:00 a.m., on Sunday, June 3, to coincide with the opening of *A Day in Our Village*.

      Trustee Mohanraj moved approval of the staff request. Trustee Foss seconded the motion. Ayes: all.

   b. **Special Meeting for Strategic Planning**
      As discussed, Mr. Seleb will send out a Doodle poll to set the date for the Annual Trustees Strategic Planning meeting.

   c. **Library Board Self Evaluation**
      Mr. Seleb said that as part of policy review, staff asks that the Board of Trustees discuss whether to keep in place the *Board Self Evaluation Policy*, with accompanying procedure documents *Library Board Member Job Description*, *Library Board Member Goal Sheet* and *Library Self-Evaluation Form*. The Library Board approved this policy in 2004. Mr. Seleb said that he has not seen this used since he came to the Library in May of 2013.

      There was discussion and Trustee Kelenson suggested that the *Library Board Member Job Description* and *Library Board Member Goal Sheet* be given as information to new Trustees.
After discussion, it was consensus to rescind the formal policy at the next meeting, but have the job description and goal sheet as part of new Trustee orientation. It is also Library Board consensus to discuss Board self-evaluation annually.

d. **Oak Park Township Youth Interventionist Agreement**
Mr. Seleb and Trustees reviewed and discussed *An Intergovernmental Agreement for the Youth Interventionist Program, 2018 - 2020*. Action to renew the agreement will be on next month’s agenda.

10. **Adjournment**
There being no further business, at 8:16 p.m. Trustee Glavin moved adjournment of the meeting. Trustee Millan seconded the motion and the meeting was adjourned by acclamation.