July 24, 2018

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, July 24, 2018 in the meeting room of the Dole Branch Library. President Fruth called the meeting to order at 6:33pm.

1. **Call to Order and Roll Call**
   Present: Library Trustees Foss, Fruth, Glavin, Harris, and Kelenson (via teleconference)
   Absent: Library Trustees Millan and Mohanraj

   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Billy Treece, Director, Human Resources; Jodi Kolo, Director, Communication Services; Grant Halter, Data Analyst; and Rita Earle, Office Manager

   At the request of President Fruth, Trustee Glavin made a motion to authorize Trustee Kelenson to participate in the meeting via teleconference. Trustee Foss seconded the motion. Ayes: all.

2. **Approval of Minutes**
   a. **Regular Meeting – June 26, 2018**
      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, June 26, 2018.

      Trustee Foss seconded the motion. Ayes: all

   b. **Special Meeting – July 7, 2018**
      Trustee Foss moved approval of the minutes of the Special Meeting of the Board of Library Trustees of the Village of Oak Park held on Saturday, July 7, 2018.

      Trustee Harris seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**
   Mr. Seleb noted the following from the Board Calendar:

   - Barbara Ballinger Lecture, Sunday, October 28, 2018, featuring poet José Olivarez.
   - Volunteer Appreciation Event - Monday, August 6, 2018, Main Library, 9:45am.
   - Oak Park Chamber of Commerce Business After Hours, August 14, 2018, 5:00pm.

   Trustee Foss said that the IGov Group is looking at dates in October to host candidate workshops for people interested in running for local office.

   Trustee Harris said that he had recently led a Teen focus group at the Library and will report on that next month.

   Trustee Fruth announced that he and his family have decided to move out of Oak Park. He will not finish his current term as a Library Trustee, which ends in 2021. He noted that Mr. Seleb is gathering information for Board discussion as to the process of selecting an appointee to fill the unexpired term.

4. **Community Members’ and Visitors’ Comments**
   None
5. **Staff Reports**  
   a. **Executive Director**  
      Mr. Seleb said that the only item he would add to his narrative report is that the Library, with permission from the STARZ cable network, will be screening the documentary *America to Me* on ten consecutive Sundays beginning August 26 at 8:00pm. The documentary was filmed at Oak Park and River Forest High School during the 2015 – 2016 school year. Mr. Seleb said the Library would close at the regular time of 6:00pm on these Sundays, and reopen at 7:30pm for the 8:00pm show. Staff led discussion will follow each screening to end at 9:30pm.

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

   b. **Strategic Objective Reporting – Learning – July 2018**  
      Trustees reviewed and discussed this month’s Strategic Objective Reporting – Learning – July 2018 drafted by Human Resources Director Billy Treece.

      Trustee Harris said that it is nice to see the drop in turnover for Library Assistants, illustrated by the table on page four, which is a direct result of a decision made by the Trustees.

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

   c. **Statistics and Data and Quarterly Core Statistics Reports**  

      Trustee Harris said that he would like to see the Adult and Teen program attendance figures illustrated as separate data points, rather than taken together.

6. **Financial Reports**  
   a. **June 2018 Disbursements Resolution**  
      Trustee Foss moved approval of Resolution on Disbursements, June 2018. Trustee Glavin second the motion. Ayes: all.

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

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

      In response to a question from Trustee Glavin, Mr. Madigan said that the Library had received three bids for garage system equipment replacement: $68,000, $89,000 and $97,000. Mr. Madigan and Facilities Manager Rory O’Neill then did site visits to projects completed by all three bidders and checked references. The lowest bid of $68,000, which was from our current vendor Amano McGann, was selected. This project should be completed by the end of September.
7. **Additional Reports**
   a. **IGov Group**
      Trustee Foss reported on and Trustees held an extensive discussion of a special meeting of Village of Oak Park Trustees held on July 23. At that meeting the Village’s Task Efficiency Task Force presented a report and recommendation asking Village Trustees to consider the following advisory referendum for the November 6, 2018 ballot:

      “Seeking ways to reduce the property tax burden experienced by Oak Park residents, shall the community consider the merger and consolidation of co-terminus taxing districts – these include but are not limited to the Village of Oak Park, Oak Park Township, the Oak Park Public Library, and the Park District of Oak Park”

      Several local agency representatives commented on the proposal, citing cooperative efforts that already exist between the taxing bodies and questioning whether such mergers would actually save taxpayers money.

      The Village attorney was asked to rework the wording of the proposed referendum for consideration at the next meeting of the Village of Oak Park Board of Trustees.

   b. **Council of Governments**
      There was no report. The next meeting of Council of Governments is scheduled for September 5, 2018.

   c. **Legislative Activity**
      There was no report.

   d. **Friends of the Library**
      The Annual Book Fair is this weekend, July 27 and 28.

   e. **Collaboration for Early Childhood**
      There was no report.

   f. **Employment and Separation from Employment**
      The report *Oak Park Public Library Employment and Separation from Employment Reported from June 21, 2018 through July 10, 2018* was included in Board packets.

8. **Unfinished Business**
   There was no unfinished business.

9. **New Business**
   a. **Request for Reconsideration Policy and Form**
      Mr.Seleb said that this Policy and Form are being updated to add language regarding requests for reconsideration of Library sponsored events, programs, and displays, as recommended by the American Library Association. Trustees are asked to review the language this month and act on the changes at their August meeting.

10. **Adjournment**
    At 7:30 pm Trustee Foss moved adjournment of the meeting. Trustee Glavin seconded the motion and President Fruth adjourned the meeting.