August 28, 2018

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, August 28, 2018 in the Scoville Room of the Main Library. Vice President and President Pro-Tem Ted Foss called the meeting to order at 6:32 p.m.

1. **Call to Order and Roll Call**
   Present: Library Trustees Foss, Glavin, Harris, Kelenson, Millan, and Mohanraj
   Absent: Library Trustee Fruth
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Billy Treece, Director of Human Resources; Lori Pulliam, Director of Public Services and Programming; Jodi Kolo, Director of Communication Services; Grant Halter, Data Analyst; Dan Berg, Sikich, LLC; Frank DeAvila and Nora Oranday, 425 Home Avenue, 2D, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting – July 24, 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, July 24, 2018. Trustee Mohanraj seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**
   Trustee Harris offered praise to Library staff for hosting the Chamber of Commerce Business after Hours (BAH) event. He felt that it was the best of the year.

   Trustee Glavin said that she had an interesting conversation with a colleague from the New York Public Library Foundation regarding needs around social services. New York City Public Library has started a program that provides items needed for professional work such as brief cases, ties, and other apparel. She suggested that Oak Park Public Library consider offering a similar service.

   Trustee Foss said that he had visited the Palo Alto Public Library in California, which has a dedicated children’s library and has eliminated fines for children up to teens. Palo Alto and the local school districts have teamed up to offer library cards that also serve as each child’s school identification.

4. **Community Members’ and Visitors’ Comments**
   Nora Oranday and Frank DeAvila addressed the Library Board regarding their discomfort with the behavior of some library patrons, specifically those they identify as homeless individuals. Ms. Oranday stated that she had witnessed a number of disturbing incidents and behaviors that have made her feel unsafe coming to the Library. She said that when she approached Library staff and security personnel, she had been told that they “cannot do anything” about these issues and behaviors. The couple asked that the Board of Library Trustees address this issue.

   Trustees thanked Ms. Oranday and Mr. DeAvila for their comments and assured them that they would receive a response.
a. Fiscal Year 2017 Financial Audit Reports
   Dan Berg of Sikich, LLC presented the fiscal year 2017 Financial Audit Reports and answered Trustee questions.

5. Staff Reports
   a. Executive Director
      Besides his narrative report, Mr. Seleb presented the final draft of an information piece developed by the Library in cooperation with the Park District of Oak Park and Oak Park Township on the advisory referendum regarding local agency consolidations. This piece will replace the Library’s regular insert in the Village of Oak Park FYI newsletter for September and October 2018.

      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 the Strategic Objectives Report for August 2018. The report this month focused on what we know about library cardholders and how they use their library. The new OrangeBoy software helps us quantify that more easily.

      A copy of Strategic Objectives Report for August 2018 is attached to these minutes as Appendix II.

   c. Statistics and Data
      Trustees reviewed and discussed Oak Park Public Library Use Statistics – July 2018. Mr. Seleb also drew Trustees’ attention to a special statistics report regarding teen programming and program attendance during the past 15 months.

6. Financial Reports
   a. July 2018 Disbursements Resolution
      Trustee Kelenson moved approval of Resolution on Disbursements, July 2018. Trustee Mohanraj seconded the motion. Ayes: all.

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

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

      In response to a question from Trustee Glavin regarding issues of equity and need surrounding library printing services, Mr. Madigan said that staff will not hesitate to say “I’ll print that for you” if customer indicates a need. In keeping with the priority of removing barriers to service, staff will look at printing/copying/scanning fees to see if there are modifications that can be made.

7. Additional Reports
   a. Intergovernmental Committee (IGov)
      Trustee Foss reported on activities of the IGov Committee. IGov is planning an informational meeting for local government candidates in advance of the spring general election. The group is hoping to coordinate this meeting with the League of Women Voters.
The group is also planning the next joint assembly for a yet to be determined Saturday in October.

b. **Teen Focus Group Report**
Trustee Harris distributed and discussed a synopsis report on a Teen focus group that he had led recently at Oak Park Public Library. The main takeaways from that meeting were that teens have a lot of great feedback and are excited to contribute ideas for teen services at the Library.

c. **Council of Governments (CoG)**
Mr. Seleb said that Council of Governments meets next week.

d. **Legislative Activity**
Mr. Seleb referred Trustees to a Legislative Update from the [ILA Reporter](https://ila.org) (Illinois Library Association) newsletter that was included in Board packets.

e. **Friends of the Oak Park Public Library**
Trustee Kelenson reported on the Friends of the Oak Park Public Library Board meeting held on August 20. The main discussion was regarding this year’s Book Fair. Forty new memberships were received as a result of the admission fee on Friday night. Proceeds were under $34,000, and net profit is expected to be about $16,000. This is less than half of what was achieved 10 years ago. Increasing membership is on the agenda for the Friends October meeting. Upcoming renovations at the high school and their impact on the future of the Book Fair need to be discussed and addressed.

f. **The Collaboration for Early Childhood**
Ms. Pulliam said that the next meeting of the Collaboration for Early Childhood is in September.

g. **Employment and Separation from Employment**
The report *Oak Park Public Library Employment and Separation from Employment Reported from July 20, 2018 through August 23, 2018* was included in Board packets.

8. **Unfinished Business**
   a. **Request for Reconsideration Policy and Form**
   Mr. Seleb said that Trustees had reviewed proposed revisions to Request for Reconsideration of Library Materials, Programs, Exhibits, or Displays last month to include language on programs, exhibits and displays, as recommended by the American Library Association.

   Trustee Kelenson moved approval. Trustee Millan seconded the motion. Ayes: all.

9. **New Business**
   a. **Proposed Revision: Rules of Behavior Policy**
   Mr. Seleb said that the proposed revision of the Rules of Behavior policy is simply a reorganization of the various elements of the policy for emphasis and clarity.

   There was discussion of the patron concerns communicated earlier in the evening. Mr. Seleb said that security staff is well trained to handle most difficult situations that arise and that all other staff are offered a variety of trainings on handling difficult situations and enforcing the Rules of Behavior. Staff is also empowered to contact police at any time they think the situation warrants
it. Mr. Seleb said that he would respond to Ms. Oranday and Mr. DeAvila explaining the Library's role as a welcoming environment for all people and what steps are taken every day to ensure a safe and inclusive space for all Library users.

b. **Fiscal Year 2019 Budget – Draft 1**

Deputy Director Jim Madigan reviewed and answered questions regarding the fiscal year 2019 Budget proposal, Draft 1.

The projections are part of an ongoing process that began in 2014 during the 2015 budget process. At that time, the Board recognized an opportunity to take advantage of the debt retirement schedule, to enable both lowering property taxes and increasing the operating budget over a seven-year period.

This first budget draft is focused on income and expenses that are covered by the Library Fund Balance and are primarily Capital Expenses. This first draft carries over the assumption from last year’s budget process of a 3.9% property tax increase in 2018.

Human Resources Director Billy Treece presented documents proposing market equity adjustments to library employees’ salary and wages. These equity adjustments are being proposed to align library compensation practices with the library's compensation strategy to match the market.

10. **Adjournment**

There being no further business, at 9:35 p.m. Trustee Kelenson moved adjournment of the meeting. Trustee Millan seconded the motion and the meeting was adjourned by acclamation.