September 25, 2018

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, September 25, 2018 in the meeting room of the Maze Branch Library. The meeting was called to order at 6:50 p.m. by President Fruth.

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; Elizabeth Marszalik, Director of Collections and Technology; Lori Pulliam, Director of Public Services and Programming; Suzanne Isaacson, observer from the League of Women Voters of Oak Park and River Forest; and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting, August 28, 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, August 28, 2018.

      Ms. Millan seconded the motion. Ayes: six. President Fruth abstained due to absence from the August 28 meeting.

3. **Trustee Comments and Board Calendar**
   Trustee Foss noted that he and Trustee Millan would be attending the Harwood Public Innovators Lab for Libraries, along with a number of staff October 9 – 11.

   Trustee Mohanraj noted that she will be unable to attend the regular meeting on November 27.

   Trustee Foss noted that IGov Committee will host an informational workshop for people interested in running for local government office on October 17.

   Trustee Millan said that she was excited to see in Executive Director Seleb’s report that the Library has received a grant from AgeOptions for adult learning and would like to know more about that. Mr. Seleb said he would ask Director of Public Program and services, Lori Pulliam, to contact Trustee Millan with more information.

   In response to a question from Trustee Glavin, Mr. Seleb said that Director of Communications, Jodi Kolo, regularly meets and collaborates with her counterparts at the other local taxing bodies through the Oak Park Communicators group.

4. **Community Members’ and Visitors’ Comments**
   None

5. **Staff Reports**
   a. **Executive Director**
      A copy of the Executive Director’s narrative report is attached to these minutes as Appendix I.
b. **Strategic Objectives – Stewardship**

Trustees reviewed and discussed *Strategic Objective Report/Stewardship/September 2018*. In response to a question from Trustee Foss, Mr. Seleb said that the Leadership Team has been working on the Strategic Plan for 2019 and there will be a draft for Board of Trustee review in the October Board packet. Once Trustee suggestions are incorporated, it is hoped that the final Plan can be approved at the November meeting.

Trustee Foss said that he would like Trustees to explore obtaining outside funding in order to hold the line on the property tax levy in future years. Trustee Millan asked for a list of recent grants received.

A copy of *Strategic Objective Report/Stewardship/September 2018* is attached to these minutes as Appendix II.

c. **Statistics and Data**

Trustee reviewed *Oak Park Public Library Use Statistics – August 2018*. In response to an observation, Lori Pulliam said that Library visits for August 2017 were a bit higher due to the massive interest in and attendance for the solar eclipse that took place in August of last year.

6. **Financial Reports**

a. **August 2018 Disbursements Resolution**

Trustee Foss moved approval of *Resolution on Disbursements, August 2018*. Trustee Mohanraj seconded the motion. Ayes: all.

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

b. **August 2018 Financial Reports**

Trustees reviewed bank balances, cash position, and the Statement of Income and Expense for August 2018.

7. **Additional Reports**

a. **Intergovernmental Committee (IGov)**

Trustee Foss reported on the most recent meeting of the Intergovernmental Committee (IGov), which looked at the Tax Efficiency Task Force preliminary report available on the Village website. The Tax Efficiency Task Force would be presenting their final recommendations to the Village Board that evening.

b. **Council of Governments (CoG)**

Trustee Fruth reported on the most recent meeting of the Council of Governments. The main purpose of the meetings is for each entity to give a few minutes of overview on what has been happening at their organizations.

c. **Friends of the Library**
Trustee Kelenson reported that the Friends of the Library Executive Board had not met that month but had hosted their post Book Fair party for volunteers. Ms. Kelenson was unable to attend that event.

d. **Collaboration for Early Childhood Care and Education**
Lori Pulliam said that the Collaboration for Early Childhood Care Board would meet on October 5.

e. **Employment and Separation from Employment**
The report *Oak Park Public Library Employment and Separation from Employment Reported from August 24, 2018 through September 20, 2018* was included in Board packets.

8. **Unfinished Business**
   a. **Proposed Revision: Rules of Behavior**
   Mr. Seleb referred Trustees to a hard copy of proposed revisions to the *Rules of Behavior* distributed at their places that evening. This copy incorporates additional suggested changes from Trustee Kelenson incorporated by the Leadership Team. Trustees would be asked to approve the revised policy at their meeting in October.

9. **New Business**
   a. **Proposed: FY 2018 Budget Amendment**
   Mr. Seleb said that staff is requesting to amend the Library budget for 2018 to spend an additional $75,000 from the fund balance to initiate technology infrastructure improvements at the end of 2018.

   Trustee Foss moved to amend the library’s budget for fiscal year 2018 to expend an additional $75,000 from the library’s fund balance for capital expenses for the improvement of the library’s technology infrastructure.

   Trustee Glavin seconded the motion. Ayes: all.

   b. **Proposed Revision: Computer and Internet Use Policy**
   Mr. Seleb said that this was the first proposed revision to the *Computer and Internet Use Policy* in ten years. The primary purpose of this revision was to update and clarify policy regarding changes in how the public uses library technology and the Internet. Trustees would be asked to act on these changes in October.

   c. **FY 2019 Per Capita Grant Requirement: Illinois Veterans’ History Project**
   As part of the requirements for the FY 2019 Per Capita Grant, Trustees are asked to review the Illinois Veterans’ History Project at https://bit.ly/2PKPc70 so that they could inform the public about this important initiative of the Illinois State Library.

   d. **Fiscal Year 2019 Budget – Draft 2**
   Mr. Madigan reviewed and Trustees discussed Draft 2 of the Fiscal Year 2019 budget.

   The Draft 2019 Budget comes as part of a projected budget going out to 2021.
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.

Significant reductions in the debt schedule occurred when the debt payment in 2015 of $3,067,594 was reduced to $2,594,238 in 2016 and then to $1,088,804 in 2017. Debt payments remain somewhat even from 2017 through 2020 when the final payment is made.

This second draft carries over the assumption from last year’s budget process of a 3.9% property tax increase in 2018.

This second draft shows funding of market equity adjustments to Wages & Salaries being funded by the Fund Balance as discussed at the August Board meeting.

At the August Board meeting the board discussed that it could spend $822,991 from the Fund balance in 2019 and be at the 42% target for our Fund Balance. We currently are projecting using $822,038.75 from the Fund Balance by the end of 2019.

Trustee Fruth announced that he and his wife had decided to stay in Oak Park for the time being, so he will also be continuing his service on the Board of Library Trustees.

10. **Adjournment**

   There being no further business, at 9:01 p.m. Trustee Glavin moved adjournment of the meeting. Trustee Harris seconded the motion and the meeting was adjourned by acclamation.