November 27, 2018

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, November 27, 2018 in the Scoville Room of the Main Library. President Fruth called the meeting to order at 6:40 p.m.

1. **Call to Order and Roll Call**
   Present: Library Trustees Fruth, Glavin, Harris (7:30 p.m.), Kelenson, and Millan
   Absent: Library Trustees Foss and Mohanraj
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Kathleen Spale, Manager, Materials Services; Grant Halter, Data Analyst; and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting – October 23, 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, October 23, 2018.

      Trustee Glavin seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**
   Mr. Seleb noted that the Library’s semi-annual Staff Engagement Day is December 7, 2018. Staff is also busy planning a community event on Sunday, February 3, 2019 for Jim Madigan’s retirement.

   Trustee Millan reported on a webinar she viewed, as did Trustee Foss, as part of the Library’s requirements for the FY2019 Per Capita Grant. It included good content regarding disability awareness for libraries. Trustee Millan felt that her biggest take away was that a disability may not be apparent and one should never make assumptions.

4. **Visitor Comments**
   None

5. **Staff Reports**
   a. **Executive Director**
      Mr. Seleb highlighted the good response to the “Black Minds Matter” program series and the highly anticipated visit to Oak Park Public Library by Rich Harwood in April 2019.

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

   b. **Strategic Objective Report – Learning – November 2018**
      Trustees reviewed the document. There was related discussion of connecting with and recruiting teens of color into the library profession.
A copy of Strategic Objective Report – Learning – November 2018 is attached to these minutes as Appendix II.

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

d. **Special Report: Diversity Audit** – Barb Fitzgerald, Jenna Friebel, Naomi Priddy  
Library materials selectors Barbara Fitzgerald, (Adult Fiction), Jenna Friebel (Children’s Materials), and Naomi Priddy (Multicultural Collections) reported on their work to get a baseline of the Library’s collections in terms of diversity both in content and authorship. Going forward, selectors will be intentional about making sure that library materials at all levels reflect more content and authorship of people of color and more inclusion of non-European perspectives.

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

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

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

7. **Additional Reports**  
a. **Intergovernmental Committee (IGov)**  
Trustee Glavin reported on a meeting of the Intergovernmental Committee (IGov) held the previous week. The group discussed the recent candidate forum, and there is interest in doing another session after the filing deadline. IGov is also planning for a May joint assembly focused on the broader conversation in the community regarding equity.

b. **Council of Governments (CoG)**  
President Fruth said the Council of Governments had met the Wednesday after the election. There was no mention of the approved advisory referendum on governmental unit consolidation. Park District of Oak Park representatives introduced the topic of the retiring Madison Street and Downtown Tax Increment Financing districts. This would make additional tax money available, but the agencies would agree not to levy that money. That should create a positive impact for Oak Park taxpayers.

c. **Friends of the Oak Park Public Library**  
The next meeting of the Friends of the Oak Park Public Library Executive Board is scheduled for January 21, 2019.
d. **Collaboration for Early Childhood**
   Executive Director Seleb said that he had met the new Executive Director of the Collaboration, John Borrero. There was no additional report.

e. **Employment and Separation from Employment**
   The report *Oak Park Public Library Employment and Separation from Employment Reported from October 19, 2018 through November 21, 2018* was included in Board packets.

8. **Unfinished Business**
   a. **Strategic Plan 2019 – Draft 2**
      Trustees reviewed and discussed the *Strategic Plan 2019 – Draft 2*. These are the Library’s strategic objectives for 2019. Staff is already working on action steps to advance the objectives of this Plan.

      After discussion, Trustee Kelenson moved adoption of *Strategic Plan 2019* as presented. Trustee Millan seconded the motion. Ayes: all.

      A copy of *Oak Park Public Library Strategic Plan 2019* is attached to these minutes as Appendix IV.

9. **New Business**
   a. **Library Calendar 2019**
      Mr. Seleb introduced the *2019 Calendar of Regular Meetings and Days Closed* for Trustee review and adoption. There was discussion of Library Board meeting start times. It was consensus to leave the start time of meetings at 6:30 p.m. until this can be discussed by the new Board of Trustees that would be constituted after the April 2019 election.

      Trustee Glavin moved adoption of *2019 Calendar of Regular Meetings and Days Closed* as presented. Trustee Kelenson seconded the motion. Ayes: all.

   b. **Jim Madigan Staff Education Fund Agreement**
      Mr. Seleb discussed the establishment of the *Jim Madigan Oak Park Public Library Staff Education Fund* in honor of Jim Madigan’s retirement from the Library. He presented a draft agreement for such a fund with the Oak Park-River Forest Community Foundation. Trustee Millan moved approval of the proposed agreement. Trustee Harris seconded the motion. Ayes: all.

   c. **Interlibrary Loan Policy**
      Mr. Seleb said that this month staff would like approval on an updated Interlibrary Loan Policy. The current policy was approved in 2011. The update removes language regarding interlibrary loan fees, as this is not current practice.

      Trustee Kelenson moved adoption of *Interlibrary Loans Policy* as presented. Trustee Glavin seconded the motion. Ayes: all.

   d. **December 2019 Regular Board Meeting – Proposal to Cancel**
Mr. Seleb said that all necessary work by the Board of Trustees for 2018 has been completed, so Trustees may choose to cancel the December meeting. Trustee Glavin so moved. Trustee Kelenson seconded the motion. Ayes: all.

f. Dole Learning Center
There was discussion of the future of the Dole Learning Center. The Park District of Oak Park has put forward a proposal to purchase the building from the Village of Oak Park for a nominal sum. So far, Village Trustees have not held a discussion on that proposal.

Trustee Kelenson said that she had been speaking with Illinois State Representative LaShawn Ford who indicated there might be State grant funding available for Dole facility maintenance and improvement. This money would not come directly to the Library but to the community. Trustee Kelenson also said that at least three Village Trustees have been on a tour of the Dole facility to look at problems and are aware there is a lack of stewardship of the building.

10. Adjournment
There being no further business, at 9:14 p.m. Trustee Glavin moved adjournment of the meeting. Trustee Kelenson seconded the motion and the meeting was adjourned by acclamation.