January 22, 2019

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, January 22, 2019 in the Scoville Room of the Main Library. President Fruth called the meeting to order at 6:33 p.m.

President Fruth asked for a motion to authorized remote participation by Trustee Millan. Trustee Mohanraj so moved. Trustee Foss seconded the motion. Ayes: all.

1. Call to Order and Roll Call
   Present: Library Trustees Foss, Fruth, Glavin, Harris, Millan, and Mohanraj
   Absent: Library Trustee Kelenson
   Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Grant Halter, Data Analyst; Virginia Bloom-Schu, candidate for Library Trustee, 1101 S. Oak Park Avenue, Unit A, Oak Park; Colleen Burns, candidate for Library Trustee, 322 S. Cuyler Avenue, Oak Park; and Rita Earle, Office Manager

2. Approval of Minutes
   a. Regular Meeting – November 27, 2018
      Trustee Millan moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, November 27, 2018. Trustee Glavin seconded the motion. Ayes: 4. Abstain: Trustee Foss and Mohanraj abstained from the vote due to not being present at the meeting in question.

3. Trustee Comments and Board Calendar
   a. Completed Per Capita Grant Application
      Mr. Seleb reported that the FY2019 Illinois Public Library Per Capita Grant Application has been completed and filed with the Illinois State Library. A copy was included in Board packets for the Trustees' information.

      Trustee Glavin said that she had spoken to Representative Ford and that he is really interested in information regarding the larger needs of the community. Trustee Glavin also noted that the IGov Committee has planned an informational forum for local government candidates to be held on February 2, 2019 at Austin Gardens.

4. Community Members’ and Visitors’ Comments
   Two candidates for Library Trustee, Virginia Bloom-Scheirer and Colleen Burns, introduced themselves to current Trustees and Library staff present at the meeting.

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 Plan
      Mr. Seleb and Trustees discussed the Oak Park Public Library Strategic Plan 2019 that was adopted at the November 2018 Board meeting. Staff will follow a similar format as last year to report every month on progress on actions to implement goals of the Strategic Plan.

   c. Master Facilities Plan
Mr. Seleb and Trustees discussed the work to prepare a Master Facilities Plan. Mr. Seleb has assembled a staff task force for this work that will require a good part of this year to do a thorough needs assessment informed by conversations with staff, Board, and members of the community. The task force will use information gathered to develop a Request for Proposal for design, planning, and architectural services to work with the library on the project.

d. Statistics and Data
Trustees reviewed and discussed Oak Park Public Library Use Statistics – November 2018 and December 2018; and the Core Statistics Report – Q4 2018. It was noted by Mr. Seleb that last spring we changed the way we count visits to Dole Branch Library. The counter used to be at the entrance to the Library and is now at the top of the stairs.

6. Financial Reports
a. November and December 2018 Disbursement Resolutions
Trustee Glavin moved approval of the disbursement resolutions for November and December 2018. Trustee Foss seconded the motion. Ayes: all.

Copies of Resolution on Disbursements, November 2018 and Resolution on Disbursements, December 2018 are attached to these minutes as Appendices II and III.

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

7. Additional Reports
a. Intergovernmental Committee (IGov)
Trustees Glavin and Foss reported on the work of the Intergovernmental Committee (IGov) including the candidate information forum scheduled for February 2, at 1:30 p.m. at Austin Gardens and a May Joint Assembly to focus on a few priorities related to the Imagine Oak Park Vision Statement developed several years ago.

b. Council of Governments (COG)
President Fruth said that the next meeting of the Council of Governments is scheduled for February 20.

c. Friends of the Library
Mr. Seleb reported on the Friends of the Library Board of Directors meeting held on January 21. The Annual Book Fair is the first week of August at Oak Park and River Forest High School. Anticipated physical plant renovation issues with use of the High School have been worked out for this year. The Friends presented the Library with their 2019 gift to the Library, a check for $19,400. Attending the meeting was a potential new Friends Board member. The Friends identified a slate of candidates for election to the Board of Directors at their annual meeting in March.

d. Employment and Separation from Employment
The report Oak Park Public Library Employment and Separation from Employment Reported from November 23, 2018 through January 17, 2019 was included in Board packets.

8. Unfinished Business
None
9. **New Business**
   
   a. **Proposed Revision: Library Calendar 2019**  
      Mr. Seleb said that this revision is to move the May Annual Board meeting from May 28, which is the day after Memorial Day, to the previous Tuesday, May 21.

      Trustee Glavin moved approval of the revision. Trustee Mohanraj seconded the motion. Ayes: all.

   b. **Proposed Revision: Blood Borne Pathogens**  
      Mr. Seleb said that this revision is the result of recommendations from human resources consultants HR Source, specifically to add language stating that our Facilities Team employees may, from time to time, come into contact with hygiene products that contain blood.

      Trustee Millan moved approval of the revision. Trustee Harris seconded the motion. Ayes: all.

   c. **Revision: Executive Director Evaluation Process**  
      Mr. Seleb said the Executive Director Evaluation process has been revised to reflect a timetable for the process that coincides with current practice. President Fruth gave some historical background on the formalization of the Executive Director Evaluation Process and schedule.

      Trustee Foss moved approval of the revised document. Trustee Glavin seconded the motion. Ayes: all.

10. **Adjournment**  
    There being no further business, at 7:50 p.m. Trustee Glavin moved adjournment of the meeting and the meeting was adjourned by acclamation.