February 26, 2019

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, February 26, 2019 in the Scoville Room of the Main Library. President Fruth called the meeting to order at 6:39 p.m.

1. **Call to Order and Roll Call**
   Present: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson and Mohanraj (6:42 p.m.)

   Absent: Library Trustee Millan

   Also present: David Seleb, Executive Director; Jeremy Andrykowski, Director of Operations; Lori Pulliam, Director of Public Services and Programming; Jodi Kolo, Director of Communications; Sarah Yale, Manager for Community Engagement; Virginia Bloom-Scheirer, 1011 S. Oak Park Avenue, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting – January 22, 2019**

   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, January 22, 2019.

   Trustee Harris seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**
   Trustees reviewed upcoming events on the Library Board Calendar for February 2019.

   Mr. Seleb said that there is still time for him to register Trustees for the ILA Annual Legislators’ Luncheon in Oak Brook on March 1. He also highlighted Rich Harwood’s visit to Oak Park on April 4. Mr. Seleb is working with Rich’s team to finalize his schedule.

   There was discussion of the dissemination of community-wide event information.

   Mr. Seleb introduced Jeremy Andrykowski, the new Library Director of Operations. Mr. Andrykowski discussed his background and previous experience.

   Mr. Seleb introduced Sarah Yale, already known to the Board of Library Trustees as Neighborhood Services Librarian. Sarah is taking on a new role as Manager for Community Engagement.

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

5. **Staff Reports**
   a. **Executive Director**
In addition to his narrative report, Mr. Seleb said that Director of Human Resources, Billy Treece, has reported that all year-end 2018 performance evaluations have been completed and filed.

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

b. Master Facilities Plan
Trustees reviewed and discussed Master Facilities Plan Report, February 2019 on the work so far of the Master Facilities Plan Task Force. Members of the Task Force include Executive Director David Seleb, Adult and Teen Services Librarian, Rachael Bild, Manager of Branch and Access Services, Martyn Churchouse, Collection Management Librarian Barbara Fitzgerald, Data Analyst Grant Halter, Director of Communications Jodi Kolo, Manager of Children’s Services Jennifer Norborg, and Materials Services Supervisor John Telli.

There was extensive discussion of whether to engage a firm to develop and administer a statistically significant community wide survey. Board consensus was to pursue such a survey as part of the Master Facilities Plan process.

A copy of Master Facilities Plan Report, February 2019 is attached to these minutes as Appendix II.

c. Industry Trends, Community Metrics, and Strategic Plan Progress
Trustees reviewed and discussed the report Industry Trends, Community Metrics, and Strategic Plan Progress, January 2019.

This new report format places into context the input/output data provided to Trustees by Library staff and emphasizes data that reflects outcomes and impact. Going forward, the Industry Trends, and Community Metrics Report will be provided to Trustees twice a year. In addition, each month a Strategic Plan Report will be provided on progress on specific actions to implement the various priorities of the Library Strategic Plan.

A copy of Industry Trends, Community Metrics, and Strategic Plan Progress, January 2019 is attached to these minutes as Appendix III.

d. Library Law Report
Trustees reviewed and discussed a Library Law Report prepared by Mr. Seleb in consultation with Library attorneys Ancel, Glink.

A copy of Library Law Report is attached to these minutes as Appendix IV.

e. Employment and Separation from Employment
The report *Oak Park Public Library Employment and Separation from Employment, reported from January 18, 2019 through February 21, 2019* was included in Board packets.

6. **Financial Reports**  
a. **January 2019 Disbursements Resolution**  
Trustee Glavin moved approval of *Resolution on Disbursements, January 2019*. Trustee Kelenson seconded the motion. Ayes: all.

A copy of *Resolution on Disbursements, January 2019* is attached to these minutes as Appendix V.

b. **Financial Reports**  

7. **Additional Reports**  
a. **Intergovernmental Committee (IGov)**  
Trustee Foss reported on the most recent meeting of the IGov Committee and presented an invoice for the Library’s portion of IGov expenses, including a staff person and incidental expenses for the joint assemblies such as the recently sponsored candidate information forum.

The IGov Committee received a report from Gerry Murray of the Climate Action Committee, asking taxing bodies to buy into a 100% renewable energy proclamation.

b. **Council of Governments**  
President Fruth reported on the most recent Council of Governments meeting. Discussion centered on retiring TIFs, new developments, and additional EAV flowing from those developments. There was discussion of whether taxing bodies can use these to offset property tax levies.

c. **Friends of the Oak Park Public Library**  
Mr. Seleb reported on a meeting of the Friends of the Library Board held on February 21. This was Jim Madigan’s last Friends meeting as the Library’s Deputy Director, and they had well wishes and parting gifts for Jim. The Friends presented the Library with a check for $19,400, representing their contribution to the Library for 2019. They reported a $14,000 loss on 2018 revenues, mostly because of declining revenues for the Annual Book Fair. Their next meeting is March 18 when they will elect officers and begin to develop a succession plan.

8. **Unfinished Business**  
None

9. **New Business**  
None

10. **Adjournment**
There being no further business, at 8:12 p.m. Trustee Glavin moved adjournment of the meeting. Trustee Foss seconded the motion and the meeting was adjourned by acclamation.