March 26, 2019

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, March 26, 2019 in the Scoville Room of the Main Library. The meeting was called to order at 6:32 p.m. by President Fruth.

1. **Call to Order and Roll Call**
   
   Present: Library Trustees Foss, Fruth, Glavin, Kelenson, Millan, and Mohanraj
   
   Absent: Library Trustee Harris
   
   Also present: David Seleb, Executive Director; Lori Pulliam, Director for Public Services and Programs; Jeremy Andrykowski, Director of Operations; Garrett Minich, 729 N. Oak Park Avenue, Oak Park; and Rita Earle. Office Manager

2. **Approval of Minutes**
   
   a. **Regular Meeting – February 26, 2019**
      
      Trustee Foss moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, February 26, 2019. Trustee Glavin seconded the motion. Ayes: all.

3. **Trustees’ Comments and Board Calendar**
   
   Saturday, May 4, IGov Committee is hosting a joint assembly, possibly at Pleasant Home. The gathering will be a mid-morning breakfast meeting.
   
   The Park District was successful in its bid to acquire ownership of the Dole Learning center from the Village of Oak Park. They will be closing the building for repairs and maintenance during the end of June and beginning of July.
   
   Trustee Glavin said that there was discussion at IGov around the Village of Oak Park leasing parking lot space from District 97 for permit parking. An issue arose when the Village of Oak Park ticketed parents attending a District 97 School Board meeting

4. **Visitor Comments**
   
   None

5. **Staff Reports**
   
   a. **Executive Director**
      
      Mr. Seleb reminded Trustees of Rich Harwood’s visit on April 4 and 5. The Library has also received notice of a $50,000 State grant secured for us by Representative La Shawn Ford to be used at our discretion for the benefit of the public. Staff is working on grant documentation to be sent to the State for release of the funds. Trustee Kelenson noted that Ford has been a valuable library champion for a number of years.
      
      A copy of the Executive Director’s narrative report is attached to these minutes as Appendix I
   
   b. **Master Facilities Plan**
Mr. Seleb and Trustees reviewed the *Master Facilities Plan Progress Report, March 2019* as well as documents from the Park District of Oak Park relating to their survey process. Mr. Seleb recommends spending money already budgeted for architectural and design services. Trustees can then look at including money in the 2020 budget for those design services. It was Board consensus to accept this recommendation.

During further discussion, Trustee Mohanraj stated that she would recommend staff be encouraged to take language lessons or become bilingual as part of their staff development journey. Trustee Kelenson said that she is aware that some staff do speak languages other than English and asked if Trustees could have an update on how many current staff and volunteers are bilingual.

Trustee Glavin asked if heat mapping of patron usage could also be done at the Dole and Maze Branch Libraries. Mr. Seleb said that staff would consider the recommendation.

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

c. **Strategic Priorities Report**

Trustees reviewed and discussion *Strategic Priorities Report, February 2019*.

In regard to the section on serving patrons with disabilities, Trustee Foss said that when he travels, he makes it a point to visit other public libraries. He commented that in other libraries he has visited, it is very apparent where the spaces are for hearing and sight impaired patrons. Trustee Glavin said that we need to make sure people are aware of the services we offer for disabled patrons, but that we should also take care not to make those patrons feel singled out.

Trustee Foss also commented that he is happy to see a highlight in the Strategic Priorities Report on the Adult World Languages Collection.

A copy of *Strategic Priorities Report, February 2019* is attached to these minutes as Appendix III.

d. **Around Town**

Mr. Seleb drew Trustees’ attention to the report, *Around Town*. Each month, Oak Park’s six local government agencies and additional nonprofit partner groups share details about key public initiatives. That information is compiled here for library staff and Trustees, and shared with the public via the library’s social media channels to help amplify the voice of the community around shared aspirations and values and to engage by turning outward. Print copies will also be distributed monthly at public service desks.

e. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from February 21, 2019 through March 21, 2019* was included in Board packets.
6. Financial Reports
   a. February 2018 Disbursements Resolution
      Trustee Kelenson moved approval of Resolution on Disbursements, February 2019. Trustee Foss seconded the motion. Ayes: all.

      Trustee Kelenson asked for more information as to why the water bill for Dole Branch Library is higher than that for the Maze Branch Library. Information would be provided following an investigation.

      A copy of Resolution on Disbursements, February 2019 is attached to these minutes as Appendix IV.

   b. Financial Reports
      Trustees reviewed bank balances and the Statement of Income and Expense for February 2019.

      In response to a question from Trustee Kelenson about an expense for a marketing subscription, Mr. Seleb said that Director of Communications, Jodi Kolo, recommended this service to see if it would improve the Library’s Internet exposure. Mr. Seleb said he will ask Director Kolo about how we would measure and get a timely assessment as to the impact of the service.

7. Additional Reports
   a. Intergovernmental Committee (IGov)
      Trustees Foss and Glavin reported on the most recent meeting of the IGov Committee. Trustee Glavin said that there was discussion about asking staff facilitators to help the group focus on agreed areas of community interest i.e. issues of equity. Trustee Foss suggested that a new IGov representative be appointed after the April 2 election to replace him.

   b. Council of Governments (CoG)
      Trustee Fruth said that the next meeting of Council of Governments is scheduled for April 17.

   c. Friends of the Oak Park Public Library
      Trustee Kelenson said that the Friends of the Library had held their Annual Meeting on March 18, 2019. The Friends adopted proposed goals for 2019: revise their succession plan, recruit new Board members, focus on increasing membership, focus on the Book Fair and the Folk Music and film series, and develop a budget for 2020.

8. Unfinished Business
   None

9. New Business
   a. Intergovernmental Agreement for Fuel Purchase
      Mr. Seleb said that the Village of Oak Park has removed language from the Intergovernmental Agreement for Fuel Purchase specifying that the Library
and Park District, as parties to the agreement, would agree to pay monies toward Village capital improvements. He noted that the Park District of Oak Park plans to adopt the revised agreement at their next meeting.

Trustee Millan moved that the Board of Library Trustees of the Village of Oak Park authorize the Executive Director to execute Intergovernmental Agreement for Fuel Purchase as revised. Trustee Glavin seconded the motion. Ayes: all.

b. Policy: Petitions, Flyers, Posters, and Similar Materials
Mr. Seleb said that the Library policy Petitions, Flyers, Posters, and Similar Materials originally approved in 2002 has been updated to comply with current practice and Village Code.

Trustee Mohanraj moved approval of Petitions, Flyers, Posters, and Similar Materials as revised. Trustee Millan seconded the motion. Ayes: all.

c. Policy: Inspection of Contents of Briefcases and Bags
Mr. Seleb said staff is recommending that the Board of Library Trustees rescind the Library policy Inspection of Contents of Briefcases and Bags. This is not current practice.

Trustee Glavin moved that the Board of Library Trustees rescind the library policy Inspection of Contents of Briefcases and Bags. Trustee Kelenson seconded the motion. Ayes: all.

10. Closed Session
a. 5 ILCS 120/2(c)(1): To discuss the annual performance evaluation of the library's Executive Director
At 7:58 p.m. Trustee Glavin moved that the Board of Library Trustees adjourn to closed section per 5 ILCS 120/2(c)(1): To discuss the annual performance evaluation of the library’s Executive Director. Trustee Kelenson seconded the motion and a roll call vote was taken as follows:

   Ayes: Library Trustees Foss, Fruth, Glavin, Kelenson, Millan, and Mohanraj
   Nays: None
   Absent: Library Trustee Harris

11. Open Session
At 8:50pm, President Fruth adjourned the closed session and returned the board to open session.

12. Adjournment
The meeting was adjourned by acclamation at 8:50 p.m.