April 23, 2019

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, April 23, 2019 in the Scoville Room of the Main Library. The meeting was called to order at 6:33 p.m. by President Fruth.

President Fruth asked for a motion to approve remote participation by Trustee Millan.

Trustee Kelelson so moved. Trustee Glavin seconded the motions. Ayes: all.

1. **Call to Order and Roll Call**
   Present: Library Trustees Foss, Fruth, Glavin, Harris, Kelenson, and Millan (via videoconference)

   Absent: Trustee Mohanraj

   Also present: David Seleb, Executive Director; Lori Pulliam, Director for Public Services and Programs; Jeremy Andrykowski, Director of Operations; Jodi Kolo, Director of Communications; Board of Library Trustee elects Colleen Burns and Virginia Bloom-Scheirer; and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting – March 26, 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, March 26, 2019. Trustee Millan seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**
   Trustee Harris said that he had met the principal of the organization Aunt Flo, which works to remove the stigma surrounding menstrual products. He believes those products will be offered free in public restrooms in the near future. This is an equity issue the library may want to consider.

   Trustee Foss noted that the Manager of the Verizon store in River Forest had told him that Verizon has given a grant of $8,000 to Housing Forward to support their mission.

   In response to a question from Trustee Glavin about ways we can assist with the goals of the District 97 Equity Team and Oak Park River Forest High School to support educators surrounding social justice issues, Mr. Seleb reported on current activities of library staff to support these efforts.

   Trustee Foss said he thought we have a great partnership with the Park District of Oak Park surrounding the Dole Learning Center and looks forward to working with them in the coming years.

   Trustee Millan noted how pleased she was to participate in the two events with Rich Harwood of the Harwood Institute. She felt that people were very engaged, especially at the stakeholders meeting. This is a good jumping off point as we continue to seek progress on equity and diversity. President Fruth also said that he felt the stakeholder meeting was good
and that there seemed to be interest from other government entities in training their staff and possibly some trustees in the Harwood Method for community engagement.

4. **Community Members’ and Visitors’ Comments**
Mr. Seleb welcomed newly elected Trustees Colleen Burns and Virginia Bloom-Scheirer to the meeting and noted that they will be formally installed at the Annual Meeting on May 21, 2019.

5. **Staff Reports**
   a. **Executive Director**
      Mr. Seleb reviewed highlights from the *Executive Director’s Report – April 2019* including an explanation of the intent in working with Koios. It is hoped this would increase the Library’s online visibility and reach more Oak Parkers who may not be aware of Oak Park Public Library’s collections, programs, and services.

      The Activating Community Opportunities Grant has come to an end. Staff are working to complete paperwork for the State grant secured for Oak Park Public Library by Representative LaShawn Ford.

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

   b. **Master Facilities Plan**
      Mr. Seleb reviewed the *Master Facilities Plan Program Report – April 2019* and answered Trustee questions. We have published a Request for Proposals (RFP) for a Needs Assessment Community Survey and are awaiting responses.

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

   c. **Strategic Priorities Report**
      Trustees reviewed and discussed *Strategic Priorities Report – March 2019*. Mr. Seleb noted, in addition to progress on priorities, staff answered Trustee questions from the previous month.

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

   d. **Employment and Separation from Employment**
      The report *Oak Park Public Library Employment and Separation from Employment Reported from March 22, 2019 through April 18, 2019* was included in Board packets.

6. **Financial Reports**
   a. **March 2019 Disbursements Resolution**
      Trustee Kelenson moved approval of *Resolution on Disbursements, March 2019*. Trustee Glavin seconded the motion. Ayes: all.
A copy of *Resolution on Disbursements, March 2019* is attached to these minutes as Appendix IV.

b. **March 2019 Financial Reports**

Trustees reviewed and discussed bank balances and the Statement of Income and Expense for March 2019.

Trustees communicated appreciation for the thoroughness of Director of Operations Jeremy Andrykowski’s follow up in his Financial Report narrative on questions raised the previous month.

7. **Additional Reports**

   a. **Intergovernmental Committee (IGov)**

   Trustee Glavin discussed planning for the IGov Joint Assembly. Two Harwood trained Library staff and Trustees Foss and Millan will help facilitate discussions at that meeting. Topics and format are to be determined at a planning lunch at the Library on May 6.

   b. **Council of Governments**

   President Fruth reported on the Council of Governments meeting held the previous week. There were a number of members who were unable to make this meeting, but discussion touched on new board members, the Madison Street renovation project, and plans for Library and Park District surveys.

   c. **Friends of the Oak Park Public Library**

   There was no report.

8. **Unfinished Business**

   None

9. **New Business**

   a. **Appointment of Nominating Committee**

   President Fruth said that Trustee Foss has agreed to serve as Chair of a Nominating Committee to recommend a slate of officer candidates for election at the Oak Park Public Library Annual Meeting in May. President Fruth asked that Trustees let him know if they are willing to serve on the Committee. Once the other committee members have been determined, Trustee Foss will schedule a Committee meeting.

10. **Closed Session**

    a. **5 ILCS 120/2(c)(1): To discuss the annual performance evaluation of the library's Executive Director**

    At 7:23 p.m. Trustee Harris moved that the Board of Library Trustees of the Village of Oak Park adjourn to closed session to discuss the annual performance evaluation of the Library’s Executive Director. Trustee Glavin seconded the motion and a roll call vote was taken as follows:

    | Ayes: | Trustees Fruth, Foss, Glavin, Harris, Kelenson and Millan |
    | Nays: | None |
    | Absent: | Library Trustee Mohanraj |
11. **Open Session**
   a. **Library Executive Director Salary Adjustment**
      At 8:24 p.m. the Board of Library Trustees of the Village of Oak Park returned to open session.

      Trustee Millan moved that the Board of Library Trustees authorize adjustment of the salary of the Executive Director by 3.5 percent, to a new annual salary of $145,894, effective May 1, 2019; and that the Executive Director also be awarded $1,500 additional compensation for personal and professional development during 2019.

      Trustee Glavin seconded the motion and the motion was approved by unanimous consent.

12. **Adjournment**
    There being no further business, President Fruth adjourned the meeting at 8:30 p.m.