June 25, 2019

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, June 25, 2019 in the Scoville Room of the Main Library. The meeting was called to order at 6:35 p.m. by President Fruth.

1. **Call to Order and Roll Call**

   Present: Library Trustees Bloom-Scheirer, Burns, Foss, Fruth, Glavin (via video-conference), Harris, and Mohanraj

   Absent: None

   Also present: David Seleb, Executive Director; Jeremy Andrykowski, Director of Operations; Jodi Kolo, Director of Communications; Billy Treece, Director of Human Resources; Lori Pulliam, Director of Public Services and Programs; Megan Traficano, Oak Park Township Youth Services Director; Mindy Schneiderman, Ph.D. of Northern Illinois University Center for Governmental Studies; and Rita Earle, Office Manager

2. **Board Photograph**

   Trustees gathered by the Jacob Hashimoto artwork outside the Scoville Room for a group photograph.

   President Fruth asked for a motion to allow Trustee Glavin to participate remotely. Trustee Bloom-Scheirer so moved. Trustee Foss seconded the motion. Ayes: all.

3. **Approval of Minutes**
   a. **Regular Meeting – May 21, 2019**

   Trustee Mohanraj moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on May 21, 2019.

   Trustee Burns seconded the motion. Ayes: all.

4. **Community Member and Visitor Comments**
   a. **Megan Traficano, Oak Park Township Youth Services Director**

   Mr. Seleb introduced Megan Traficano, Oak Park Township Youth Services Director. Ms. Traficano shared new initiatives at Oak Park Township Youth Services. A new Youth Interventionist Supervisor has been hired and changes have been made to a mission to refocus on all youth rather exclusively at-risk youth. This focus will include prevention, restorative justice, and working with community partners. The team will concentrate their efforts on five areas, gang involvement, violent behavior, anxiety and depression, trauma, and school refusal and attendance issues.

   The new Youth Interventionist Supervisor will lead a mentoring program for high-school age males. She plans to involve strong male community member volunteers to do sessions with the group.

   Trustee Foss noted that he had voted against the financial support of the Youth Intervention Program by the Library and thought it was not within the scope of the
Library’s mission. He said he is now happy that the program exists and fully supports Library collaboration in other ways with the Youth Intervention program.

b. **Northern Illinois University Center for Governmental Studies**
   Mindy Schneiderman, Ph.D. of the Northern Illinois University Center for Governmental Studies presented on the Library’s planned community needs assessment survey to inform, in part, the Master Facilities Plan. She discussed survey objectives, methodology, and processes and answered Trustee questions.

5. **Trustee Comments and Board Calendar**
a. **Special Board Meeting for Strategic Planning**
   This year’s Special Meeting for Strategic Planning is now scheduled for Saturday, July 27, 2019.

   Trustee Harris commented that he has been invited back by Teen Librarian Rachael Bild to conduct another focus group with teen summer volunteers.

   President Fruth asked that the Illinois Library Association (ILA) Annual Conference, October 22 – 24, be added to the Board calendar.

   The Friends of the Library Annual Book Fair is scheduled for August 2 – 4. This might be the last time that the high school would be available as a venue for this annual event.

   Trustee Mohanraj said she thought the new Trustees would enjoy marching with Library staff at the Village of Oak Park Fourth of July Parade. She has participated in the past and enjoyed it very much.

6. **Staff Reports**
a. **Executive Director**
   Mr. Seleb reviewed and answered Trustee questions regarding his narrative report.

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

b. **Strategic Action Plan**
   Trustees reviewed and discussed *Strategic Priorities Report, May 2019*.

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

c. **Around Town**
   Trustees reviewed *Around Town*, a briefing on what’s happening at the various governmental agencies as well as the Collaboration for Early Childhood and the Success for All Youth organizations. President Fruth noted that this is a welcome addition to the Board packet.

d. **Employment and Separation from Employment**
   The report *Oak Park Public Library Employment and Separation from Employment Reported from May 16, 2019 through June 20, 2019* was included in Board packets.
7. **Financial Reports**
   a. **May 2019 Disbursements Resolution**
      Trustee Foss moved approval of *Resolution on Disbursements, May 2019*. Trustee Glavin seconded the motion. Ayes: all.

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

   b. **May 2019 Financial Reports**

      In response to a question from President Fruth regarding the telephone and communications line outpacing budget, Director of Operations, Jeremy Andrykowski, said that the Information Technology Manager, Marcin Terlik, is looking into the issue and we should have more information next month.

      Trustee Mohanraj noted the Park District’s current capital campaign and planning for building a community center. She suggested that the Library keep this on its radar and monitor plans for possible overlap of services.

8. **Additional Reports**
   a. **Intergovernmental Committee (IGov)**
      Trustee Glavin reported that the most recent meeting of the IGov Committee was a recap of the Assembly meeting. Committee members were very appreciative of Library staff facilitation at the Assembly meeting. IGov is scheduled to meet again August 10, September 14, and October 19. The next Assembly will be on October 26.

   b. **Council of Governments (CoG)**
      President Fruth reported on the June 5 Council of Governments (CoG) meeting. New Board Presidents for District 97 and the Park District were introduced, and agencies shared information on current activities. Village of Oak Park discussed the Madison Street project.

   c. **ILA Advocacy Committee**
      President Fruth will be joining The ILA Advocacy Committee this month. There is an orientation meeting in Bloomington that he cannot attend, so he is trying to set up a call with the Committee Chair to to get up to speed on current activities of the Committee.

   d. **Friends of the Oak Park Public Library**
      Director of Communications, Jodi Kolo, reported on the Friends of the Library Board meeting held on June 17. They have decided to increase the Friday entrance fee for use of scanning device to $10. The meeting was focused on planning for this year’s Book Fair, August 2 - 4. It was decided that they would investigate further the implications of not being able to hold the Book Fair at the high school in 2020 and beyond.

9. **Unfinished Business**
10. **New Business**
   
a. **Nonresident Library Participation and Fee Resolution**
   Mr. Seleb said that it is time for the annual renewal of the Library’s participation in the State non-resident card program and to set the fee for a non-resident card for the next 12 months.

   In response to a question from Ms. Mohanraj, Mr. Seleb explained that the fee is derived from one of two formulas set by the State for calculating the library property tax rate for the jurisdiction and there is no provision for reducing that fee. As there are no unserved areas around Oak Park, we typically do not sell any non-resident cards.

   Trustee Foss moved that the Oak Park Public Library continue to participate in the State of Illinois non-resident library card program, that the fee for a non-resident library card be set at $434.48 for 2019, and that our circulation policies be amended to reflect the change. Ms. Mohanraj seconded the motion. Ayes: all.

b. **Library Photography and Video Policy**
   Mr. Seleb said that it had been recommended by RAILS (Reaching Across Illinois Library System) that libraries adopt a policy that communicates what people can expect in terms of privacy surrounding photography and video recording at the library.

   The policy covers both Library staff or hired contractors taking photos or videos within the Library for programs and also other persons who may be taking photos or video in the Library.

   There was some discussion and Trustee Foss suggested that a procedure could be adopted for library programs that gives attendees the option to put on a visible marker, such as a red lanyard or a sticker on nametags, that would indicate their desire not to be photographed or recorded on video.

   After additional discussion Trustee Foss moved approval of *Photography and Video Policy*. Ms. Mohanraj seconded the motion. Ayes: all.

   A copy of *Photography and Video Policy* is attached to these minutes as Appendix IV.

c. **Board Appointments: Intergovernmental Committee and Friends of the Oak Park Public Library**
   President Fruth said that Trustee Burns and Trustee Mohanraj have agreed to be the new liaisons for the IGov Committee. He asked for volunteers to serve as Friends of the Library liaison and Trustee Glavin offered to assume that role.

11. **Closed Session**
   
a. **According to 5 ILCS 120/2(c)(21): to consider the minutes of meetings lawfully closed under the Act**
   At 8:22 p.m. Trustee Harris moved that the Board of Library Trustees of the Village of Oak Park adjourn to executive session according to 5 ILCS 120/2(c)(21): to consider the minutes of meetings lawfully closed under the Act.
Trustee Foss seconded the motion and a roll call vote was taken as follows:

Ayes: Library Trustees Bloom-Scheirer, Burns, Foss, Fruth, Glavin, Harris and Mohanraj

Nays: None

12. **Open Session and Adjournment**
   The Board of Library Trustees of the Village of Oak Park returned to open session at 8:35 p.m. and President Fruth adjourned the meeting immediately thereafter.