Installation of Newly Elected Trustees, Oaths of Office
Village of Oak Park Clerk, Vicki Scaman, administered the oath of office to newly elected Library Trustees Colleen Burns and Virginia Bloom-Scheirer.

Call to Order and Roll Call
Present: Library Trustees Burns, Bloom-Scheirer, Fruth, Glavin, Harris, and Mohanraj (6:38 p.m.)
Absent: Library Trustee Foss
Also present: David Seleb, Executive Director; Jeremy Andrykowski, Director of Operations; Billy Treece, Director of Human Resources; Jodi Kolo, Director of Communications; Elizabeth Marszalik, Director of Technology and Materials Services; Vicki Scaman, Village Clerk, Village of Oak Park; and Rita Earle, Office Manager

Report of Board Nominating Committee, Approval of Minutes
Trustee Glavin moved approval of the minutes of the Nominating Committee held on Friday, May 10, 2019 as presented. Trustee Burns seconded the motion. Ayes: all.

Election of Officers
The following slate of candidates for Library Board officers for 2019 was recommended by the Nominating Committee:

President: Matt Fruth
Vice President: Ted Foss
Secretary: Sarah Glavin
Finance Officer: Christian Harris

Trustee Bloom-Scheirer moved election of the slate of officers as recommended. Trustee Glavin seconded the motion.

President Fruth asked if there were any further nominations. There being none, President Fruth called the question. Ayes: all.

Approval of Minutes
a. Regular Meeting – April 23, 2019
Trustee Harris moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, April 23, 2019. Trustee Burns seconded the motion. Ayes: all.

Resolutions to Recognize Board Service of Janet Kelenson and Carmenza Millan
President Fruth read into the record Oak Park Public Library Board of Library Trustees Resolution to Honor Janet Kelenson for Her Service to the Oak Park Public Library and Oak Park Public Library Board of Library Trustees Resolution to Honor Carmenza Millan for Her Service to the Oak Park Public Library.

Trustee Mohanraj moved to adopt both resolutions as presented. Trustee Bloom-Scheirer seconded the motion. Ayes: all.

Copies of Oak Park Public Library Board of Library Trustees Resolution to Honor Janet Kelenson for Her Service to the Oak Park Public Library and Oak Park Public Library Board of Library Trustees Resolution to Honor Carmenza Millan for Her Service to the Oak Park Public Library are attached to these minutes as Appendix I.

7. **Trustee Comments and Board Calendar**
   Trustees reviewed the Board Calendar for May 2019.

   Day in Our Village is June 2. Communications Director, Jodi Kolo, went over activities planned for the day including the launch of the Summer Reading Program and the Oak Park Oral Histories project. The Paperback Rider Book Bike will be at Mills Park for the family programs scheduled there.

   Author Eric Klinenberg will be here on June 5 to discuss his book *Palaces for the People*, this year’s selection for “One Book, One Oak Park.”

   There will be a professional photographer prior to next month’s Board meeting to take a group photo for the Scoville Room wall and the website, and do head shots for the new Trustees and any Trustees who may want a new picture on the website.

   Director of Communications, Jodi Kolo, requested refreshed or new information for the Board page from Trustees.

   Trustee Glavin noted that construction at Lincoln School is beginning and their library will be closed this week and that additional access to the book bike in South Oak Park would be appreciated.

   President Fruth said that he had been invited to participate on the Illinois Library Association Advocacy Committee and will be serving a three-year term.

8. **Community Member and Visitor Comments**
   None.

9. **Staff Reports**
   a. **Executive Director**
      Trustee Glavin commented that she appreciated the library’s work facilitating at the IGov Assembly. She said it is so important for these conversations to be curated effectively.
Trustee Mohanraj noted she was interested to learn about the Race, Equity, and Education Learning Cohort. Mr. Seleb said he will use director development funds granted by the Board of Library Trustees to participate in the work of this group.

In response to a comment from Trustee Mohanraj regarding the updating of the Village of Oak Park diversity statement, President Fruth said that he had asked Mr. Seleb to make the Library’s Diversity Statement available this evening for Trustee review. The current statement was adopted in June 2002.

There was discussion of the $50,000 grant obtained through the efforts of Representative LaShawn Ford. The grant will be used as part of a project of improvements for the Veterans Room. The grant funds will focus on audio and video infrastructure as part of an overall improvements plan for the space.

Mr. Seleb noted that an organization chart was included with his narrative report for Trustee information.

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

b. Master Facilities Plan
Trustees reviewed and discussed Master Facilities Plan Progress Report – May 2019. Mr. Seleb noted that staff will recommend action for the selection of a firm to do the community-wide survey later in the meeting under new business.

A copy of Master Facilities Plan Progress Report – May 2019 is attached to these minutes as Appendix III.

c. Strategic Action Plan
Trustees reviewed and discussed Strategic Priorities Report – April 2019. A copy of Strategic Priorities Report – April 2019 is attached to these minutes as Appendix IV.

d. Around Town
The Around Town report of local agency activities was provided at Trustee places for their information.

e. Employment and Separation from Employment
The report Oak Park Public Library Employment and Separation from Employment Reported from April 19, 2019 through May 16, 2019 was included in Board packets.

10. Financial Reports
a. April 2019 Disbursements Resolution
Trustee Harris moved approval of Resolution on Disbursements, April 2019. Trustee Bloom-Scheirer seconded the motion. Ayes: all.

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

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

In response to a question from Trustee Mohanraj regarding the Library’s Fund Balance Policy, President Fruth said the policy was drafted and approved under the guidance of former Board of Trustees member and Finance Officer Jim Egeberg. Mr. Egeberg had some expertise, as his background was in municipal finance. President Fruth said that he would be open to the policy being reconsidered. After some further discussion, it was consensus that staff research what is best practice in other area libraries and report back to Trustees.

11. Additional Reports
   a. Intergovernmental Committee (IGov)
      Trustee Glavin reported on activities of the Intergovernmental Committee (IGov). Notes from the IGov Joint Assembly on May 11, 2019 were included in Board packets.

   b. Council of Governments (CoG)
      President Fruth said that Council of Government will meet the first week of June.

   c. Friends of the Oak Park Public Library
      Trustee Mohanraj reported on the meeting of the Friends of the Library Board meeting held on May 20. The Friends have received a $1,300 contribution from the Whole Foods Foundation. The Friends are currently in full stride planning for this year’s Annual Book Fair. It is hoped that they can make the Book Fair more profitable by additional advertising and updating their technology for taking payments. They have also been doing outreach to local groups to boost membership. Trustee Mohanraj has volunteered to help develop an actual publicity plan for the Book Fair.

      President Fruth noted that it is time for designation of representatives to IGov Committee and the Friends of the Library. Trustee Mohanraj indicated interest in the IGov Committee.

      President Fruth asked that other Trustees let him know in the next month or so if they have interest in either of these liaison roles. President Fruth will send out an email reminder.

12. Unfinished Business
   None

13. New Business
   a. Lease Agreement for Dole Facility
      Mr. Seleb presented the new lease agreement with the Park District of Oak Park for space rental in the Dole Learning Center. The terms and rent are basically the same as the lease with the Village of Oak Park except that the Park District will be taking over water and electric utilities payments. Rent will be $1,370.00/month for the library space.
Trustee Mohanraj moved adoption of *Park District of Oak Park Intergovernmental Lease Agreement with the Oak Park Public Library for Operations at Dole Center*. Trustee Glavin seconded the motion and a roll call vote was taken as follows:

Ayes: Library Trustees Bloom-Scheirer, Burns, Fruth, Glavin, Harris, and Mohanraj
Nays: None
Absent: Library Trustee Foss

b. **Community Needs Assessment Survey Recommendation**

We received three Request for Proposal submissions by the deadline of May 6, 2019, 4:00 PM, with costs ranging from $18,250 to $62,617. After reviewing each proposal, we were confident that the proposal costing $62,617 neither substantially added sufficient value nor fit within our expected cost range, so this RFP was eliminated from further consideration.

Staff recommends the Northern Illinois University - Center for Governmental Studies Proposal be accepted. Total cost $18,250.

After a brief discussion of presented information, Trustee Bloom-Scheirer moved that the Board of Library Trustees authorize the Executive Director to enter into a contract with Northern Illinois University – Center for Governmental Studies for a community-wide survey to assist with the Master Facilities Plan in the amount of $18,250.00.

Trustee Glavin seconded the motion. Ayes: all.

14. **Adjournment**

There being no further business, at 7:52 p.m. Trustee Glavin moved adjournment of the meeting. Trustee Mohanraj seconded the motion and President Fruth adjourned the meeting.