September 24, 2019

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, September 24, 2019 in the meeting room of the Maze Branch Library. President Fruth called the meeting to order at 6:31 p.m.

1. **Call to Order and Roll Call**
   Present: Library Trustees Burns, Foss, Fruth, Harris, and Mohanraj
   Absent: Library Trustees Bloom-Scheirer and Glavin
   Also present: David Seleb, Executive Director; Jeremy Andrykowski, Director of Operations; Billy Treece, Director of Human Resources; Lori Pulliam, Director of Public Services and Programs; Jodi Kolo, Director of Communications, and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting – August 27, 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, August 27, 2019. Trustee Burns seconded the motion. Ayes: all.
   b. **Special Meeting – July 27, 2019**
      Trustee Foss moved approval of the minutes of the special meeting of the Board of Library Trustees of the Village of Oak Park held on Saturday, July 27, 2019. Trustee Burns seconded the motion. Ayes: all.

3. **Community Member and Visitor Comments**
   a. **Gary Cuneen, Seven Generations Ahead**
      Gary Cuneen, Executive Director of Seven Generations Ahead presented the Planit Green 2018 Community Sustainability Report Card, giving a broad community snapshot of how well we are doing on community sustainability goals, with a summary of findings and recommendations for major community institutions. The Planit Green group has been working with District 97 in implementing education on sustainability into the curriculum and would like Library staff to explore ways that the Library can assist District 97 with education of our youth around sustainability.

4. **Trustee Comments and Board Calendar**
   Trustee Mohanraj said that she would not be able to attend the regular meeting in October.

   In response to a question from Trustee Burns about the 2020 Census, Executive Director Seleb said that staff has been talking about how to assist community members with online completion of the census and an education campaign around the importance of completing the census. There is a meeting for community organizations scheduled a week from tomorrow at Oak Park Village Hall that staff will be attending for the kickoff of Village-wide initiatives.

   In response to a question from Trustee Mohanraj, Executive Director Seleb said that he expects Planit Green will be asking the Library to sign a letter of intent, a copy of which was distributed to Library Trustees this evening, to join the Planit Green Initiative in pursuing 100% renewable electricity at some point in the future.

5. **Staff Reports**
a. **Executive Director**
   In addition to his narrative report, Executive Director Seleb said that the Library has received close to 350 completed community surveys with several weeks yet to go. Mr. Seleb also reported briefly about his attendance at the Harwood Summit. Attendees discussed and reflected on issues and challenges being faced by communities, countries, and the world.

   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/August 2019*. The report is attached to these minutes as Appendix II.

c. **Around Town**
   The *Around Town* report of community agency activities was included in Board packets.

d. **Employment and Separation from Employment**
   The report *Oak Park Public Library Employment and Separation from Employment Reported from August 23, 2019 through September 18, 2019* was included in Board packets.

6. **Financial Reports**
   a. **August 2019 Disbursements Resolution**
      Trustee Burns moved approval of *Resolution on Disbursements, August 2019*. Trustee Harris seconded the motion. Ayes: all.

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

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

7. **Additional Reports**
   a. **Intergovernmental Committee (IGov)**
      Trustee Burns reported on the most recent meeting of the Intergovernmental Committee (IGov). There was discussion of Illinois’ legalization of recreational cannabis, and the Village of Oak Park will be holding a recreational cannabis town hall meeting. The Library should also discuss its policy due to the new law. Human Resources Director, Billy Treece, said that he has been thinking about the new law and how that needs to be addressed in the *Library Drug Free Workplace Policy*. He will be attending two HR learning events next week where this issue will be a major area of focus.

      Trustee Burns also said that IGOV is trying to reschedule the Joint Assembly on Fair Taxation for November 2.

   b. **Council of Governments (CoG)**
      President Fruth reported on the most recent meeting of the Council of Governments (CoG). They also discussed the new cannabis law and the upcoming 2020 Census. The high school also talked about conducting community listening sessions regarding curriculum changes designed to promote equity in learning opportunities at the high school.
c. **ILA Advocacy Committee**

President Fruth reported on the work of the Illinois Library Association Advocacy Committee and will share planning documents for the coming year via email.

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

There was no report.

8. **Unfinished Business**

None

9. **New Business**

a. **Patron Data, Privacy, and Confidentiality**

President Fruth said the impetus for the discussion of this item was his being made aware that Library streaming and digital content providers gather and use patron data in ways in which the Library has no control.

Executive Director Seleb discussed staff examination of Library policies regarding data privacy and how we try and make sure patrons are aware the services we provide may retain and use their data in ways that the Library does not. There is a link to our *Patron Data, Privacy, and Confidentiality Policy* on the digital resources page and a disclaimer about the use of those products.

b. **Draft: Professional Development Policy (formerly Continuing Education Policy)**

Trustees reviewed the draft *Professional Development Policy*. The draft simplifies language and brings the policy into line with current practice. Trustee Mohanraj suggested that language in item 4, a requirement to pay tuition grants back for incomplete courses, be softened to give the Executive Director latitude to waive this requirement if warranted by circumstances. Trustees also asked that staff review the draft from the perspective of diversity and inclusion.

c. **FY 2020 Budget – Draft 2**

Executive Director David Seleb, Director of Operations Jeremy Andrykowski and Human Resources Director Billy Treece reviewed and Trustees discussed *FY 2020 Budget – Draft 2*.

The second draft comes as part of a projected budget projected to 2025 with three scenarios, a budget draft for each. The first (“3% Flat”) provides a baseline budget with 3% increases in every account line. The first scenario does include an additional $695,883 of revenue, which is the estimated appropriations captured from the TIF districts that terminated in 2018. All expenditure lines show a straight 3% increase.

The second scenario provides the same 3% increases, but also shows the projection if the full levy from the bond debt is captured moving forward after 2020 (i.e. “3% Flat w_Debt Levy”). Note that these two projections are unrealistic for an actual budgeted amount for some key expenditure lines such as insurance, IMRF, and other expenses that are known to be increasing from 8-14%. The third scenario (“Recommended”) provides the staff’s recommended budget, which captures the additional appropriations from the TIF districts that terminated in 2018 as well as the debt levy moving forward past 2020.

There was extended discussion and it was Board consensus to move forward with the staff recommended FY 2020 Budget proposal.
10. **Adjournment**  
There being no further business, at 8:28 p.m. Trustee Burns moved adjournment of the meeting. Trustee Foss seconded the motion and the meeting was adjourned by acclamation.