October 22, 2019

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, October 22, 2019 in the Scoville Room of the Main Library. The meeting was called to order at 6:33 p.m. by President Fruth.

1. **Call to Order and Roll Call**
   Present: Library Trustees Bloom-Scheirer, Burns, Foss, Fruth, Glavin, and Harris
   Absent: Library Trustee Mohanraj
   Also present: David Seleb, Executive Director; Jeremy Andrykowski, Director of Operations; Lori Pulliam, Director of Public Services and Programs; Elizabeth Marszalik, Director of Collections and Technology; Thomas Gary, 1192 Clarence, #7, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**
   a. **Regular Meeting – September 24, 2019**
      Trustee Burns moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, September 24, 2019.
      Trustee Harris seconded the motion. Ayes: all.

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

4. **Trustee Comments and Board Calendar**
   In response to a comment from Trustee Burns regarding Dementia Friendly Communities, Executive Director Seleb said that the Library is working with the Village of Oak Park and other agencies to position services and programs to assist people with dementia and their caregivers. Library memory kits and resource connections for caregivers provided by Library Social Services staff are two examples.

   There was discussion of possibly moving the November meeting, which is the Tuesday before Thanksgiving. Trustee Foss said that he will not be able to attend, but other Trustees present had no conflict. President Fruth said that he would check with Trustee Mohanraj, but the consensus was to keep the meeting on November 26.

   President Fruth asked for and received consensus to cancel the December 2019 regular meeting.

   Trustee Glavin suggested that the Library post alternative warming sites for those experiencing homelessness during upcoming closings due to Christmas and New Year’s holidays.

5. **Staff Reports**
   a. **Leigh Tarullo, Special Collections Manager**
      Illinois Digital Archives Presentation (Per Capita Grant FY2020 Requirement)
      There was no report, as Ms. Tarullo was ill.
   b. **Executive Director**
In addition to his narrative report, Executive Director Seleb said that 517 online community surveys have been received. This falls short of the target of 1,000 and staff at NIU Center for Governmental Studies will follow up with other methods in the coming weeks.

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

c. **Strategic Action Plan**

   Trustees reviewed and discussed *Strategic Priorities Report/September 2019*.

   President Fruth requested a heat map of book bike visits for the season. In response to a question, Director Lori Pulliam said that the Library has pop-up locations throughout the Park District of Oak Park neighborhood centers all winter, and with the assistance of grant funding, will be looking for other pop-up Library sites such as laundromats and barber shops.

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

d. **Around Town**

   The *Around Town* newsletter of agency activities was distributed at Board places.

e. **Employment and Separation from Employment**

   The report *Oak Park Public Library Employment and Separation from Employment Reported from September 20, 2019 through October 17, 2019* was distributed in Board packets.

   In response to a question from Trustee Burns, Executive Director Seleb said that long-time employee Jean Thomsen had passed away. Human Resources Director Billy Treece and Materials Services employees held several gatherings for staff to share remembrances of Jean. Staff are also giving donations for books in Jean’s memory.

6. **Financial Reports**

   a. **September 2019 Disbursements Resolution**

      Trustee Glavin moved approval of *Resolution on Disbursements, September 2019*. Trustee Bloom-Scheirer seconded the motion. Ayes: all.

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

   b. **September 2019 Financial Reports**

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

      In response to a question from Trustee Foss about the buy-out of Community Bank of Oak Park and River Forest by Byline Bank, and it no longer being a “local” institution, President Fruth said that unless staff feels there is a fiscal benefit to move the Library’s operating accounts to another institution, his suggestion would be to leave Library operating funds at Byline Bank.
7. **Additional Reports**
   a. **Intergovernmental Committee (IGov)**
      Trustees reviewed notes from the most recent meeting of the Intergovernmental Committee (IGov) provided by Trustee Mohanraj. The date for the joint assembly “The Future of Taxation” is still tentatively Saturday, November 16 from 9 a.m. to 1 p.m., with a backup date of November 23. The group is still trying to confirm availability of Senator Don Harmon, Cook County Assessor Fritz Kaegi, and Oak Park Township Assessor Ali ElSaffar for the meeting.

      Other topics covered at the meeting included the 2020 Federal Census; TIF funds being captured by District 97; and the Village Board’s decision not to make cannabis business licensing special use. The Oak Park Township is concerned that cannabis shops could be opened near schools.

   b. **Council of Governments (CoG)**
      There was no report.

   c. **ILA Advocacy Committee**
      President Fruth reported on the most recent meeting of the ILA Advocacy Committee. This meeting was a phone call preparation for presentations at the ILA Annual Conference for ILA staff and getting ready to utilize information from the Public Policy Committee in order to build advocacy plans for the coming year.

   d. **Friends of the Oak Park Public Library**
      Executive Director Seleb reported on the Friends of the Library Executive Board meeting the previous evening. Major discussion focused on the fact that the Friends will not be able to utilize space at Oak Park and River Forest High School for the 2020 or the 2021 Book Fair. They are hopeful that they can find a reasonably priced alternative space.

8. **Unfinished Business**
   a. **Professional Development Policy -- Draft 2**
      Executive Director Seleb said per the suggestions last month by Library Trustees, *Professional Development Policy -- Draft 2* uses more inclusive language and provides more flexibility in requirements for proof of course completion and paying money back if courses are not completed.

      After a brief discussion and correction of a typographical error in paragraph number two, Trustee Foss moved approval of the revised *Professional Development Policy*. Trustee Harris seconded the motion. Ayes: all.

   b. **FY 2020 Budget -- Draft 3**
      The third drafted FY 2020 budget comes as part of a projected budget going out to 2025. The third budget draft captures the additional appropriations from the TIF districts that terminated in 2018 in the amount of $693,144 and 3% increase in levy request from 2019. Total levy in the Budget Ordinance for the library is $9,271,239. The Village will also levy for the final Main Library debt payment in the amount of $1,070,807. Combined budget for operating, capital projects, and debt for the Oak Park Public Library for 2020 is $10,342,046.
After some discussion, Trustee Foss moved approval of *FY 2020 Budget – Draft 3*. Trustee Burns seconded the motion. Ayes: all.

9. **New Business**
   a. **FY 2020 Levy Resolution**
      President Fruth read into the record *Resolution Setting Forth Financial Requirements for the Oak Park Public Library for the Fiscal Year Beginning January 1, 2020, Ending December 31, 2020*.

      Trustee Foss moved adoption of the resolution. Trustee Burns seconded the motion and a roll call vote was taken as follows:

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

      A copy of *Resolution Setting Forth Financial Requirements for the Oak Park Public Library for the Fiscal Year Beginning January 1, 2020, Ending December 31, 2020* is attached to these minutes as Appendix IV.

   b. **Per Capita Grant FY2020 Requirements**
      i. **Standards Chapter Review: Chapter 3 (Personnel) of Serving Our Public 3.0, Standards for Illinois Public Libraries**
         Trustees reviewed Chapter 3 (Personnel) of *Serving Our Public 3.0, Standards for Illinois Public Libraries*

      ii. **Trustee Facts File, Chapters 11 - 14 and Appendices**
         Trustees also reviewed *Trustee Facts File, Chapters 11 - 14 and Appendices*

      Review of these items by Library Trustees are part of the requirements for the FY2020 Per Capita Grant application process.

   c. **Draft: Drug-free Workplace Policy**
      Executive Director Seleb said that the Library is required to adopt a drug-free workplace policy by State law. The State legalization of cannabis products has prompted the revision of this policy and the language in this draft is recommended by HR Source (Management Association). There was some discussion and requests for clarifications in a few areas. Staff will work on this and present the draft again next month for discussion and adoption.

   d. **Draft: Strategic Plan 2020**
      Trustees reviewed and discussed the draft of *Oak Park Public Library Strategic Plan 2020*.

      Executive Director Seleb said that Library priorities of Engagement, Learning and Stewardship remain the same. Objectives are how we work towards meeting those priorities. The *Oak Park Public Library Strategic Plan 2020* will be presented for adoption next month.
10. **Adjournment**
There being no further business, at 7:44 p.m. Trustee Bloom-Scheirer moved adjournment of the meeting. Trustee Glavin seconded the motion and the meeting was adjourned by acclamation.