November 26, 2019

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, November 26, 2019 in the Veterans Room of the Main Library. The meeting was called to order at 6:30 p.m. by President Fruth.

1. **Call to Order and Roll Call**  
   Present: Library Trustees Burns, Fruth, Glavin (6:45 p.m.), Harris, and Mohanraj  
   Absent: Library Trustee Foss and Bloom-Scheirer  
   Also present: David Seleb, Executive Director; Jeremy Andrykowski, Director of Operations; Elizabeth Marszalik, Director of Collections and Technology; Jodi Kolo, Director of Communications; Leigh Tarullo, Manager of Special Collections; Celeste Ntugen, 950 Washington Boulevard, #100, Oak Park; Jenna Russell, 253 Ontario, Oak Park; Amanda Massie 145 S. East Avenue, Oak Park; Marty Bornstein, 734 Gunderson, Oak Park; Jan Sebastian, 825 Lake Street, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**  
   a. Regular Meeting – October 22, 2019  
      Trustee Mohanraj moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, October 22, 2019. Trustee Harris seconded the motion. Ayes: all.

3. **Community Member and Visitor Comments**  
   Amanda Massey 145 S. East Avenue, Oak Park, read a prepared statement from another community member who could not attend the meeting. The statement indicated general approval of current library services and collections but objected strongly to the Library’s 2020 Budget Levy and the capture of revenue from the expiring TIF districts. Ms. Massey said that she agrees with the statement from her friend and does not believe that the Library needs to capture TIF revenue to continue to operate and offer quality services and collections to the community.

   Marty Bornstein, 734 Gunderson, Oak Park, said that there is a petition in town addressed to all taxing boards, objecting to the capture of TIF money, and demanding that each board reconsider what is seen by constituents as an unnecessary “money grab” by the taxing bodies. There is an opportunity for each taxing board to make a statement about fiscal responsibility and care of the harm done to citizens by ever-rising property taxes. Mr. Bornstein said that there is a general feeling that taxpayers are not getting what they are paying for in Oak Park.

   Jenna Russell, 253 Ontario, Oak Park, said that she has always been a library advocate and even used her activism to promote the library building referendum. She emphasized that she had always felt that Library Board members in the past were trustworthy and fiscally responsible and finds it particularly disheartening that this board is taking this action to capture TIF revenue.

   President Fruth thanked the visitors for their comments.
4. **Trustee Comments and Board Calendar**
   
a. **Report on organizational management professional development (Per Capita Grant FY2020 Requirement)**
   
   President Fruth reported on a 90-minute webinar he attended as part of the requirements for the FY2020 Per Capita Grant. The webinar focused on public records and retention and disposal rules surrounding public records. Specifically public records in public libraries.

   In response to a question from Trustee Mohanraj, Executive Director Seleb said that the Oak Park Public Library does have systems and procedures in place for retention and disposal of public records.

   Trustees also reviewed *Oak Park Public Library Board Calendar, November 2019.*

5. **Staff Reports**
   
a. **Leigh Tarullo, Special Collections Manager**
   
   **Digital Public Library of America and Illinois Digital Archives Presentation (Per Capita Grant FY2020 Requirement)**
   
   Leigh Tarullo, Manager of Special Collections gave a presentation to the Board of Trustees on the Digital Public Library of America and the Illinois Digital Archives, as the final requirement for the FY2020 Per Capita Grant.

   b. **Executive Director**
   
   Executive Director Seleb gave a status report on the needs-assessment survey. The deadline for gathering 1,000 responses is Friday, January 10th and the NIU staff is confident that this can be achieved.

   Library staff has completed strategic plan requirements for the Per Capita grant and the application will be submitted by the January 15, 2020 deadline.

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

   c. **Strategic Action Plan**
   
   Trustees reviewed *Strategic Priorities Report; October 2019.*

   In response to a question from Trustee Glavin, Executive Director Seleb discussed staff conversations and learning taking place around LGBTQ+ and gender identity issues as well as presentations made by Oak Park Public Library staff to the larger library community regarding these issues.

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

   d. **Around Town**
   
   The *Around Town* newsletter of local agency activities was distributed to Trustees at their places.

   e. **Employment and Separation from Employment**
   
   Trustees reviewed the report *Oak Park Public Library Employment and Separation from Employment Reported from October 18, 2019 through November 21, 2019.*
6. **Financial Reports**
a. **October 2019 Disbursements Resolution**
   Trustee Burns moved approval of *Resolution on Disbursements, October 2019*. Trustee Glavin seconded the motion. Ayes: all.

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

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

7. **Additional Reports**
a. **Intergovernmental Committee (IGov)**
   Trustee Mohanraj reported on the latest meeting of the IGov Committee. Much of the discussion pertained to the legalization of recreational cannabis in Illinois. There is lots of fine detail in the law many people are not aware of and so could easily be in violation of the law. The Village of Oak Park is also reconsidering whether to make cannabis business licenses a special use permit so that a cannabis shop could not open next to a school.

   The group also discussed the schedule for the tax information forum, which has been tentatively rescheduled for February 1 or 8, 2020; and held a discussion regarding community wide sustainability and whether those efforts can lead to taking Oak Park off the energy grid farther down the line.

   Trustee Mohanraj noted that she has emailed her notes from this meeting to Trustees.

b. **Council of Governments (CoG)**
   President Fruth and Executive Director Seleb reported on the latest meeting of the Council of Governments. The meeting consisted of general updates on budget process and strategic planning of various agencies.

c. **ILA Advocacy Committee**
   President Fruth reported on the activities of the ILA Advocacy Committee. The Committee has been most recently discussing legislative meetup sessions, which are an opportunity for Boards and staff to meet with local legislators on library issues. The Committee’s legislative goals and priorities will be out soon and President Fruth will share those when they are ready. Two areas of concern are net neutrality and the reintroduction of the idea of internet filters for libraries.

d. **Friends of the Oak Park Public Library**
   The Friends of the Library Executive Board will meet January 20, 2020. The main topic of discussion for that meeting will be where to have the Annual Book Fair next year, as the Oak Park and River Forest High School spaces will not be available.
8. **Unfinished Business**
   a. **Drug-free Workplace Policy**
   Executive Director Seleb said that this revision is to include cannabis specifically in the provisions of the policy. Since the Library does not routinely do employee drug testing, language regarding testing has been removed.

   Trustee Mohanraj moved approval of *Oak Park Public Library Drug-Free Workplace Policy*. Trustee Glavin seconded the motion. Ayes: all.

   b. **Strategic Plan 2020**
   Executive Director Seleb presented the final draft of *Oak Park Public Library Strategic Plan 2020*. Staff is currently developing and writing the specific action steps following the Logic Model, which will be reported on each month.

   In response to a question, Mr. Seleb said that he will share the action steps with Trustees once that document is complete.

   Trustee Burns moved adoption of *Oak Park Public Library Strategic Plan 2020*. Trustee Harris seconded the motion. Ayes: all.

9. **New Business**
   a. **Holidays Policy**
   Executive Director Seleb reviewed a revised *Holidays Policy*. Staff propose removing Easter Sunday as a day that the Library is closed, since this was not actually a paid holiday for staff. In addition, it is proposed that the Personal Day available only to full-time employees be eliminated and that an additional Floating Holiday be added for all benefited staff to be used throughout the year for any purpose.

   Trustee Mohanraj moved approval of *Holidays Policy*. Trustee Glavin seconded the motion. Ayes: all.

   b. **Calendar of Days Closed and Board Meetings 2020**
   Trustees reviewed *Calendar of Days Closed and Board Meetings 2020*. Trustee Mohanraj asked if it has ever been considered to move the regular Board meetings to the weekend. She said she asked because she has a friend who said meetings being on week nights is an issue for her and why she won’t consider running for local office. There was some discussion and it was agreed that week night meetings seem to be more convenient for the greatest number of people, both those serving on boards and the general public.

   Trustee Glavin pointed out that the Board of Trustees meeting scheduled for March 24 falls right in the middle of Spring break for District 97 schools. It was agreed to move that meeting to March 31.

   Trustee Harris moved adoption of *Calendar of Days Closed and Board Meetings 2020* as amended. Trustee Burns seconded the motion. Ayes: all.

   c. **Revised Library Bill of Rights**
   Executive Director Seleb said that American Library Association has revised the *Library Bill of Rights* to include an additional bullet point regarding the right to
privacy and confidentiality. Trustees are asked to adopt the revised *Library Bill of Rights* for inclusion with Oak Park Public Library policies.

Trustee Glavin moved adoption of *Library Bill of Rights*. Trustee Mohanraj seconded the motion. Ayes: all.

10. **Closed Session**
   a. *5 ILCS 120/2(c)(1): to consider the performance of the library’s Executive Director*
   b. *5 ILCS 120/2(c)(21): to consider litigation affecting the library*

At 7:42 p.m. Trustee Glavin moved that the Board of Library Trustees adjourn to executive session to consider items 10 a. and 10 b. of the meeting agenda.

Trustee Harris seconded the motion and a roll call vote was taken as follows:

   **Ayes:** Library Trustees Burns, Fruth, Glavin, Harris and Mohanraj

   **Nays:** None

   **Absent:** Library Trustee Bloom-Scheirer

The Board of Library Trustees returned to open session at 9:15 p.m.

11. **Adjournment**
    There being no further business, the meeting was adjourned by acclamation at 9:16 p.m.