

August 23, 2016

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, August 23, 2016 in the Scoville Room of the Main Library. The meeting was called to order at 7:30 p.m. by President Baron.

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

Present: Library Trustees Baron, Foss, Fox, Fruth, Kelenson, Millan and Samuels

Absent: None

Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Elizabeth Marszalik, Experiences and Initiatives Manager, Materials Services; Lori Pulliam, Experiences and Initiatives Manager, Branch and Access Services; Andrew Mace, Sikich, LLC; Dr. Harry Parker, Pastor, 1st Baptist Church of Oak Park; Pastor Gonu Rajamani, 1st Baptist Church of Oak Park; Maria Meachum, 1155 Home Avenue, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – July 26, 2016**

Mr. Foss moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, July 26, 2016. Ms. Fox seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Ms. Kelenson said that she had attended the farewell reception for Oak Park Police Chief Tanksley. She noted that it was a lovely affair and that she had left a note of thanks to Chief Tanksley on behalf of the Library for all his assistance to the Library during his tenure.

Trustees reviewed the Board Calendar and noted the following upcoming events:

The Annual Elected Officials Barbeque is scheduled for September 28 from 5 – 7 p.m. at the new Austin Gardens Environmental Center.

The I-Gov Joint Assembly will be Saturday, October 29, from 9 a.m. – 12 p.m. The location for the Assembly will be 130 S. Oak Park Avenue.

Mr. Seleb said that Library staff is considering two half days for Library Staff Engagement Day. One would be held on the morning of December 2, as noted in the Board Calendar with the Library opening for service in the afternoon. Another half-day session would be held approximately six months after that with the same format.

4. **Visitor Comments**

Dr. Harry Parker, Pastor of 1st Baptist Church of Oak Park, located just north of the Library on the corner of Ontario Street and Grove Avenue, addressed Trustees concerning the extreme limitations of public parking surrounding Scoville Park. Dr. Parker said that his congregation has particular need of parking on Sunday mornings between 9 a.m. and 12 p.m. In addition to his own congregation, 1st Baptist also hosts a somewhat smaller congregation led by Pastor Gonu

Rajamani. Both pastors are asking the Library to consider opening the Library parking garage for church parking on Sunday mornings. Mr. Baron thanked Dr. Parker for his remarks and said that Dr. Parker would have the Library response within a few weeks.

Mr. Seleb introduced Andrew Mace, auditor with Sikich, LLC who presented an overview and answered Trustee questions regarding the Oak Park Public Library Audit Statements for Fiscal Year 2015. A major adjustment this year was recording of the Library portion of IMRF (Illinois Municipal Retirement Corporation) pension liability. Sikich will be working with Library Administrators to also develop a management letter to accompany the 2016 audit.

5. **Financial Reports**

a. **Disbursements for July 2016**

Mr. Fruth moved approval of disbursements for July 2016. Ms. Fox seconded the motion. Ayes: all.

A copy of *Resolution on Disbursements, July 2016* is attached to these minutes as Appendix I.

b. **Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expense for July, 2016. Mr. Madigan gave a brief report, noting that the Library has started to receive second installment 2015 property tax revenue and most of that revenue should be realized by the end of October.

6. **Unfinished Business**

a. **Diversity Statement**

Mr. Seleb said that staff had revised *Oak Park Public Library Diversity Statement* in response to Trustee review and suggestions at last month's regular meeting. The revised statement is presented for approval tonight.

Mr. Foss moved approval of the revised *Oak Park Public Library Diversity Statement*. Ms. Millan seconded the motion.

In response to a question from Ms. Millan, Mr. Seleb said that Oak Park Public Library has had a Diversity Statement modeled after that of the Village of Oak Park in place for a number of years. The *Oak Park Public Library Diversity Statement* was last updated in 2008. In light of recent local events in the community surrounding diversity and non-discrimination, including the circulation of a Diversity Pledge to local organizations and businesses, staff felt that this would be a good time for Trustees to review and reaffirm the *Oak Park Public Library Diversity Statement*.

Mr. Baron called question. Ayes: all.

b. **Resolution for I-Gov expenditure**

Ms. Fox moved that the Oak Park Public Library Board of Trustees approve an expenditure not to exceed \$400 for fiscal year 2016, for a Village of Oak Park *FYI Newsletter* communication by the I-Gov Group. Mr. Foss seconded the motion.

Mr. Seleb said that this resolution is proposed as a reversal of the Board of Library Trustees previous vote not to fund this item. James Gates, representing the I-Gov Group at the Board of Library Trustees meeting in June, had discussed the objectives behind the desired communication.

Mr. Fruth, Ms. Kelenson, and Ms. Millan said that while they appreciate Mr. Gate's comments at the June meeting there was no new information presented that Trustees had not been given previously. Mr. Fruth stated that although he believes the I-Gov Group mission on intergovernmental cooperation for cost savings and resource sharing is valuable and appropriate, an insert in the *FYI Newsletter* is not necessary or appropriate to further that work.

Mr. Baron feels that I-Gov is a valuable organization and feels the insert should be supported, as the money being requested is a small amount.

After some further discussion, a roll call vote was taken as follows:

Ayes: Library Trustees Baron, Foss, Fox, and Samuels

Nays: Library Trustees Fruth, Kelenson, and Millan

The motion carried.

7. **New Business**

a. **Executive Compensation**

Mr. Fruth said that in light of the Board of Library Trustees' agreement that the Executive Director is worthy of additional compensation based on his annual performance evaluation, he would move that the Board of Library Trustees make available to Mr. Seleb the sum of \$3,500 to be spent on professional development, in place of an increase in his annual salary. The Board of Trustees' only stipulation on these funds is that Mr. Seleb report to the Board, prior to his next evaluation, on how he benefited from the funds. Further, the Board of Library Trustees therefore amends the budget to add a line item in the amount of \$3,500 under Personnel – Wages and Salaries and designated Director Development for 2016-2017.

Ms. Kelenson seconded the motion. Ayes: all.

b. **Policy: Reconsideration of Library Materials**

Mr. Seleb said that this revision is a continuation of the discussion surrounding the recently approved Collection Strategy Statement. The policy on Reconsideration of Library Materials and the form for requesting such action has been updated to reflect more closely the standards of the Collection Strategy Statement.

Ms. Kelenson moved approval of *Requests for Reconsideration of Library Materials*.
Ms. Fox seconded the motion.

There was discussion and Ms. Kelenson suggested the statement be revised to state "*any Oak Park community member has the right to request...*"

Mr. Baron called for a vote of approval as amended. Ayes: all.

c. **Fiscal Year 2017 Budget, First Draft**

Mr. Madigan reported on the first draft of the proposed budget for Fiscal Year 2017.

He highlighted changes in the Fair Labor Standards Act (FLSA) which will necessitate increasing the beginning pay rate for exempt staff, which includes Librarians, to meet the new salary standard, or reclassification of some exempt staff as hourly employees eligible for overtime.

Reclassification of these employees is problematic because of the nature of the work of Librarians and the Library's efforts at turning outward and sending these staff out into the community, often during evening and weekend hours. He presented information from the Management Association 2016 Salary Survey that shows that Oak Park Public Library's beginning salary rate for Librarians is below that of libraries of comparable service area and budget size.

Additional pressures on the wage and salary line are the increase in the City of Chicago minimum wage from \$10.00 per hour to \$10.50, a 2% raise for staff and the hiring of a Human Resources Manager during the second half of 2017.

Mr. Seleb discussed the necessity for succession planning and the need for a Human Resources Manager to take on human resources responsibilities presently handled by Mr. Madigan.

There was extended discussion of a staff proposal that overdue fines be eliminated. Staff suggests that it might be possible to phase this in beginning with children's materials and teen materials. Staff believes that it is a barrier to service when parents of children and teens with overdue fines restrict them from checking out additional materials because of the fines. This barrier to service particularly affects those patrons with the fewest personal resources.

Patrons would still be required to pay for materials that are never returned or returned damaged.

In response to Trustee questions, Mr. Madigan said that libraries that have taken this step find that there has been no difference in the rate of materials being returned on time.

Ms. Kelenson said she would like a detailed report on how this would work. For instance, how long an item would need to be overdue before the patron is billed for that item.

Mr. Fruth pointed out the need to address current fines owed and whether we would offer an amnesty program.

Mr. Madigan said that there would probably be no better time to institute a fine free policy. Reduction of the debt payment over the next few years means that the budget can accommodate this without having to raise the overall library tax levy.

At 9:27 p.m. Mr. Baron called a five minute break and the Board of Library Trustees reconvened at 9:32 p.m. with all members present.

8. **Reports**

a. **Executive Director – Library Effectiveness**

In addition to his narrative report, Mr. Seleb said that the 2016 Barbara Ballinger Lecture has been scheduled for Friday, October 28 from 7 – 9 p.m.

This year's speaker is Wendy McClure an author, a columnist, and a children's book editor. She is the author of *The Wilder Life: My Adventures in the Lost World of Little House on the Prairie*, which won the Midwest Booksellers Choice Award for nonfiction in 2011, received a starred review from Publishers Weekly, and was a Barnes & Noble Discover Pick.

Mr. Seleb has been working with Sue Quinn, Executive Director of River Forest Public Library, to develop a joint meeting for Trustee development and networking between Oak Park and River Forest Library Trustees. The focus for this event will be on public library finance. The tentative date for this event is Monday, November 14.

Mr. Seleb and the Executive Management Team are working on a new mission and vision statement for the Oak Park Public Library.

Mr. Seleb and Mr. Foss reported briefly on their attendance at IFLA (International Federation of Library Associations) Conference. A session of particular interest was organized by the American Library Association (ALA) surrounding engagement with Libraries in Cuba. Mr. Foss noted that there will be an event next year in Cuba for library professionals. Mr. Foss believes that we can and should look for outside funding, possibly from the Friends of the Library, to work with the ALA and to go forward with this project. Oak Park Public Library could then both send a librarian from here to the professional event in Cuba in February 2017, and possibly and bring a Cuban Librarian to Oak Park Public Library for a couple of months.

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

b. **Deputy Director – Capacity and Infrastructure**

In addition to his narrative report Mr. Madigan discussed the work of the Art Committee. Mr. Foss discussed his phone call to author Camille Brewer and the committee's review of her article on the preservation of fine art in public libraries. The committee has been exploring the questions of what we should do with the collection and what is the purpose of the collection. Ms. Kelenson noted that a recent trip to Northwestern Memorial Hospital had made her realize the richness of our collection. Much of the committee discussion has also centered on programming surrounding the collection.

A copy of the Deputy Director's narrative report is attached to these minutes as Appendix III.

c. **Managers – Library Experiences and Initiatives**

A copy of the Library Experiences and Initiatives narrative report is attached to these minutes as Appendix IV.

d. **Library Statistics**

Trustees reviewed Oak Park Public Library Use Statistics for July 2016.

e. **Friends of the Library**

The Friends of the Library met on August 22. This year's Book Fair net profit should be between \$18,000 and \$20,000 when all bills are paid.

Mr. Seleb said he had also met with Oak Park River Forest High School Board President Jeff Weissglass and had a good discussion about the relationship between Friends of the Library and high school staff.

f. **Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly, ILA Public Policy Committee)**

There was no report.

g. **Collaboration for Early Childhood**

There was no report.

h. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from July 22, 2016 through August 16, 2016* was included in the Board packet.

9. **Adjournment**

There being no further business, at 10:03 p.m. Mr. Samuels moved adjournment of the meeting. Ms. Fox seconded the motion and the meeting was adjourned by acclamation.