

May 24, 2016

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, May 24, 2016 in the Scoville Room of the Main Library. The meeting was called to order at 7:31 p.m. by President Baron.

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

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

Absent: Library Trustee Samuels

Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Lori Pulliam, Manager, Experiences and Initiatives, Public Services; Jodi Kolo, Manager, Communication Services; Sharon Grimm, Staff Learning Coordinator; Bert Patania, Oak Park Township, Youth Interventionist Services; and Rita Earle, Office Manager

2. **Approval of Minutes**

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

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

b. **Board Nominating Committee Meeting – May 3, 2016**

Mr. Foss moved approval of the minutes of the meeting of the Board Nominating Committee held on Tuesday, May 3, 2016. Ms. Kelenson seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

a. **Trustee Officer Elections**

Mr. Fruth moved approval of the slate of candidates recommended by the Board Nominating Committee as follows:

President:	Matt Baron
Vice President	Win Fox
Finance Officer	Matt Fruth
Secretary	Janet Kelenson

Ms. Kelenson seconded the motion.

Mr. Baron asked if there were any further nominations from the floor. There being none, Mr. Baron called the question. Ayes: all.

Mr. Foss commented that this afternoon Jan Arnold, Executive Director of the Park District of Oak Park, had thanked those who had served on the Community Center Task Force. A site has been chosen but not been made public as yet. There will be an article in Wednesday Journal on May 25 regarding the recommendation of Plan C by the Community Center Task Force.

Mr. Baron noted that he is really pleased with recent Library Communications efforts and loved the summer edition of **Storyline** that was mailed to all Oak Park households. The layout is beautiful and the reporting is excellent.

Ms. Kelenson noted that the Board By-Laws stipulate that the Evaluation of the Executive Director should appear on the Board Calendar and also when this Evaluation should be done.

In response to a question from Mr. Baron regarding volunteer opportunities for Trustees at A Day in Our Village, Jodi Kolo said that the event runs from 11 a.m. to 6 p.m., and several staff have already volunteered. Ms. Fox, Mr. Fruth, Mr. Foss, Mr. Baron, and Ms. Millan volunteered for various available time slots.

In response to a question from Ms. Millan, Mr. Seleb confirmed that the Board of Trustees annual Special Meeting for Strategic Planning will be on July 9, 2016. Ms. Millan said that she would be out of town that day but that the rest of the Trustee should go ahead with the planned date.

b. **Trustee Professional Development Opportunities**

Ms. Millan said that the topic of Trustee development opportunities, especially for new Trustees, had come up during the Nominating Committee Meeting. The need for Trustee understanding of how to read and interpret financial and budget reports, as well as the basics of parliamentary procedure is of particular interest. Ms. Millan said she is sure that there are many other topics that would also be helpful for Trustees to learn about.

In response to a remark from Ms. Kelenson about the budget for Board Development being pretty much expended for this year, Mr. Seleb said two Trustees had opted to attend the Public Library Association Conference in 2016 and that the Board may want to discuss further what sorts of other opportunities for Trustees would be appropriate and if that budget line should be increased in future.

There was discussion of Oak Park Public Library hosting a development and networking session for area public library Trustees, either a half-day or evening session, depending on the scope and number of topics. Mr. Foss suggested that staff reach out to United for Libraries as a resource for planning this activity. Mr. Seleb will also reach out to other local Library Directors to gauge interest in such an event, or series of events.

Ms. Kelenson noted that this will be a good, low-cost opportunity for networking and collaboration with other library trustees.

4. **Visitor Comments**

a. **Bert Patania, Township of Oak Park, Youth Interventionist Services**

Bert Patania of the Oak Park Township Youth Interventionist Team presented and answered Trustee questions on the work that the Interventionists are doing with area youth at risk for violence, substance abuse and incarceration.

In response to a question from Ms. Millan, Mr. Patania discussed the history and genesis of the Interventionist Program and the Intergovernmental Agreement that governs its operation.

Although the communities of Oak Park and River Forest do not have street gangs in the sense of turf held, in the early 1990's a number of events made it clear that area youth were becoming involved in gang activity and its associated ills, including a drive-by shooting and the beating of a youth that resulted in that youth's death.

At that time a Gang and Drug Task Force was formed by representatives of local government and community agencies and the Youth Interventionist Program was the result of their work.

The Program receives referrals from schools and other local institutions, such as the libraries, about youth that may be in need of services. Also, the Interventionists are out in the community on a regular basis assessing needs and making connections with youth at risk.

5. **Staff Reports**

a. **Sharon Grimm, Library Learning and Volunteer Coordinator**

Mr. Seleb introduced Sharon Grimm, Library Learning and Volunteer Coordinator. Ms. Grimm reported on Staff Learning Priorities for 2016. These learning priorities are based upon the Library Strategic Initiatives of Engagement, Learning and Stewardship and specific objectives for staff training in the Strategic Plan.

There are five categories for staff training in 2016, Technology, Cultural Competency, Library Foundations, Leadership, and Assessment.

Ms. Grimm then discussed the focal points of training for each of the five learning categories and answered Trustee questions.

6. **Financial Reports**

a. **Disbursements for April 2016**

Mr. Fruth moved approval of ***Resolution on Disbursements, April 2016***. Ms. Kelenson seconded the motion.

There was some further discussion of the Board Development budget line priorities and funding.

Mr. Baron then called the question. Ayes: all.

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

b. **April 2016 Financial Reports**

Mr. Seleb and Trustees reviewed bank balances and the Statement of Income and Expense for April, 2016.

7. **Unfinished Business**

a. **Multicultural Center Collection**

Mr. Seleb said that Oak Park District 97 School Superintendent Carol Kelley is having another conversation with the School Board at their meeting this evening about moving the Multicultural Center Collection to Dole Branch Library. Everyone seems to be very accepting of this idea, and both agencies think of the collection as a community resource. For the School District it is also considered a financial asset and Dr. Kelley wants to make sure that the School Board understands that ownership of the collection as an asset would be transferred to the Library. The Library needs to have control over the collection for the purposes of maintenance, care and growth of the collection.

Mr. Seleb also said that if the Library takes this collection at the Dole Branch, some things about our other services and collections at Dole will need to change. Mr. Seleb discussed the possibility that some library materials that are less used may need to be removed from Dole.

Staff is currently examining the collections at Dole and will make recommendations when the time comes to move the new collection into the building.

There was some discussion, and Mr. Seleb said that he would make arrangements when Trustees expressed interest in a field trip to look at this collection at its current location.

8. **New Business**

a. **Annual Non-resident Library Card Fee Determination**

Ms. Kelenson moved that the Oak Park Public Library continue to participate in the State of Illinois non-resident library card program, that the fee for a non-resident library card be set at \$445.09 for 2016, and that our circulation policies be amended to reflect the changes. Mr. Foss seconded the motion. Ayes: all.

b. **Library Art Committee, Charge and Objectives**

Trustees reviewed a memo from Mr. Seleb regarding the charge, objectives, structure, and timeline for a reconstituted Library Art Committee.

The memo called for a five member structure with Jim Madigan chairing the committee and selecting one additional staff member and two members from the community. The Board of Trustees would select the Trustee representative to the Committee. Ms. Kelenson said that she would like to have two Trustees on this advisory Committee.

After some discussion, Ms. Millan moved that the Board of Library Trustees accept the structure and action plan for the Library Art Committee with the modification in structure suggested by Ms. Kelenson. Ms. Fox seconded the motion.

Mr. Fruth moved an amendment to the resolution that Mr. Foss and Ms. Kelenson be appointed as Trustee representatives on this committee. Ms. Millan accepted and Ms. Fox seconded the amendment. Ayes: all.

c. **Library Executive Director Annual Performance Evaluation**

Mr. Seleb said that paper copies of the Executive Director Evaluation Instrument had been distributed at Board places, and that he would send out electronic versions to all Trustees.

Mr. Baron appointed Mr. Fruth to tabulate results of the completed forms. Mr. Seleb will complete his self-evaluation and send it to Trustees when he returns from a short vacation on June 1.

Ms. Millan noted that because of inconsistent communication regarding meeting dates and agendas, she would no longer be able to serve as Library Trustee representative to the I-Gov Group.

There followed an extensive discussion of a proposal for development of an I-Gov Group newsletter insert for the Village of Oak Park FYI Newsletter that each governmental agency would be expected to contribute funds to produce.

Trustees were puzzled as to the reason for this proposal, as the original mission of the I-Gov Group was to explore collaboration for savings to the tax payer.

After some further discussion, Ms. Kelenson moved that the Board of Library Trustees at this time reject any funding by Oak Park Public Library for an insert in the Village of Oak Park FYI Newsletter for the I-Gov Group, with the caveat that the Board of Library Trustees would be willing to reconsider if a representative of I-Gov wishes to come to a Library Board meeting and present as to why such a newsletter insert for the Group is needed.

Mr. Fruth seconded the motion. Ayes: all.

Mr. Baron asked, and Ms. Fox agreed, to join Mr. Foss as Library Trustee representative to the I-Gov Group.

9. **Reports**

a. **Executive Director – Library Effectiveness**

Mr. Seleb reminded Trustees that the next Library Board regular meeting had been rescheduled for Tuesday, June 21. This meeting will start one hour earlier than usual, at 6:30 p.m., for the semi-annual dinner meeting with member of the Leadership Team.

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

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

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 Managers' report is attached to these minutes as Appendix IV.

- d. **Library Statistics**
Trustees reviewed *Oak Park Public Library Use Statistics, April 2016*
 - e. **Friends of the Library**
Mr. Seleb reported that at their postponed Annual Meeting on Monday, May 16, the Friends of the Library had elected Terry Vanderwell as President, Paul Koko, as Vice President, Denise Roser as Treasurer, and Doris Adamczewski as Secretary. They are still looking for a Book Fair Coordinator. The position does offer a stipend, but they have been unable to obtain anyone for the position as yet.
 - f. **Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly, ILA Public Policy Committee)**
Mr. Fruth reported that State Senator Harmon had told him that the Illinois Senate Democrats are not interested in bringing House Bill 696 to a vote. So the proposal for a statewide property tax freeze on non-home rule municipalities, libraries and school districts is effectively dead for now.
 - g. **Collaboration for Early Childhood**
Ms. Fox reported that she and Lori Pulliam had attended the Collaboration for Early Childhood Care and Education Annual Meeting held at the Library. The meeting consisted of a review of the previous year's accomplishments and a brainstorming session regarding the direction of the Collaboration.
 - h. **Employment and Separation from Employment**
A copy of *Oak Park Public Library Employment and Separation from Employment Reported from April 22, 2016 through May 19, 2016* was included in Board packets.
10. **Adjournment**
There being no further business, at 9:43 p.m. Mr. Fruth moved adjournment of the meeting. Ms. Millan seconded the motion and the meeting was adjourned by acclamation.