

September 27, 2016

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, September 27, 2016 in the meeting room of the Maze Branch 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; Eric Battaglia, Experiences and Initiatives Manager, Digital Services; Elizabeth Marszalik, Experiences and Initiatives Manager, Materials Services; Kathleen Spale, Assistant Manager, Materials Services; Lori Pulliam, Experiences and Initiatives Manager, Public Services; Jodi Kolo, Marketing Coordinator; Maria Meachum, 1155 Home Avenue, Oak Park; Mary Rose Lambke, observer from the League of Women Voters of Oak Park River Forest; Dr. Harry Parker, Pastor, 1<sup>st</sup> Baptist Church of Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – August 23, 2016**

Ms. Fox 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 23, 2016. Mr. Foss seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Foss asked that adding hours of service on Friday evenings be examined. He has noted lots of young people congregating outside the main library on Friday evenings after the Library has closed at 6 p.m. Ms. Fox agreed that it might be time to reexamine the role of the Library during this time.

There was some discussion and it was Trustee consensus that staff assess whether there is a need for extended hours with appropriate programming for teens on Friday evenings and make a recommendation for Trustee consideration in 2017.

In response to a concern expressed by Ms. Millan about a homeless person sleeping in front of the Library in the early morning, Mr. Seleb said that he would ask Community Resources Manager Rob Simmons to investigate.

4. **Visitor Comments**

Ms. Lambke invited Trustees to a community forum sponsored by the League of Women Voters regarding the Oak Park River Forest High School pool referendum. The session will be held at Skrine's Chops in Forest Park tomorrow evening, August 24.

Mr. Baron acknowledged Dr. Harry Parker of 1<sup>st</sup> Baptist Church of Oak Park and asked that agenda item 7.a. *Parking in Library Garage on Sunday Mornings*, be moved up on the agenda.

Mr. Baron said that he had reviewed with Dr. Parker the staff memorandum to Trustees and recommendation that the Library parking garage remain closed on Sunday mornings. Dr. Parker acknowledged that concerns outlined in the memo are valid but asked that this be a starting point for further discussion. He asked that Library representatives sit down with a number of the local pastors to go through the issues individually and see if anything can be worked out to accommodate area congregations.

Ms. Kelenson believes that the Village should be approached by the pastors regarding the tightening parking issues with all of the new development in the area.

Dr. Parker said pastors he has spoken to are willing to discuss the financial aspects of the issue.

Mr. Baron thanked Dr. Parker for his remarks and said that he would be discussing the issue with Library Administration staff and would have a response from the Library within a week or two.

5. **Financial Reports**

a. **Disbursements for August 2016**

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

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

b. **Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expenses for August 2016.

In response to a question from Ms. Kelenson regarding Branch programming being underspent, Mr. Seleb said that staff is taking a more holistic and less location based approach to programming expenses this year, with a view to possibly reducing the number of programming general ledger categories next year. Ms. Pulliam also noted that there are a lot of upcoming programs surrounding the new Multicultural Collection that should balance this out. It is certainly the intention of staff to meet budget goals for 2017 in the area of programming.

6. **Unfinished Business**

a. **Fiscal Year 2017 Budget Second Draft and Fine Free Proposal**

Mr. Madigan reviewed with Trustees a memorandum accompanying the FY 2017 Budget Second Draft. The memo focuses on the 85 percent of budget devoted to personnel and library materials. Because the Library will be retiring the bond debt for the Main Library Building and the Maze Branch renovation over the next 5 years, we will be able to maintain a decrease in the over-all library tax levy to local residents.

The expected tax on the average household is projected to decrease from \$445.09 related to the 2016 budget to \$400.38 related to the 2017 budget.

Next month Trustees will be presented and asked to take action on a new Salary Schedule to be implemented by December 1, 2016 reflecting the new salary standard for exempt status under FLSA (Fair Labor Standards Act) as well as an increase in the starting rate for the Library's entry level Shelving Aide position.

In response to a question, Mr. Madigan said that about 8 staff librarians will be affected by the new FLSA salary standard.

Mr. Madigan discussed capital expenditures, which will come from the Library's fund balance, including new computer servers, an uninterrupted power supply (UPS), and some new computers.

Trustees held an extensive discussion on a staff proposal that Oak Park Public Library eliminate overdue fines. Mr. Seleb said that staff had discussed phasing this in beginning with children's and teen materials but came to the conclusion that that would cause more problems and confusion for patrons. The recommendation is that Oak Park Public Library eliminate fines for Oak Park patrons checking out Oak Park materials by June 1, 2017. The primary reasons for this recommendation are that overdue fines are a regressive form of revenue and are often a barrier to access for community members who may benefit from library materials the most, especially children and teens.

With the new policy, every item would still have a due date and cardholders would be responsible for returning materials by their due date or renewing them. If materials are 42 days overdue, the cardholder will receive a bill for the item and will not be able to check out any additional items until the item is returned or paid for. The fine-free policy would only apply to Oak Park cardholders checking out Oak Park materials. Oak Park cardholders would still be responsible for any fines charged on materials checked out from other libraries in the SWAN consortium. Patrons from other communities would be assessed fines for overdue Oak Park materials according to the current fine rules.

7. **New Business**

b. **Cuba Proposal: Trustee Ted Foss**

Mr. Foss reviewed and Trustees discussed a draft proposal for obtaining outside funding to send an Oak Park Public Library staff member with an ALA (American Library Association) delegation to Cuban libraries in February 2017, and bringing a Cuban librarian to Oak Park for two weeks of learning and cultural exchange at Oak Park Public Library. The overall request would be for \$6,000; \$4,000 to enable an OPPL staff member to join the ALA Cuba delegation and \$2,000 for hosting a Cuban librarian in Oak Park.

Ms. Millan noted that while she generally agrees with the draft proposal, she would like to see a concrete clarification of what we are planning to learn from the Cuban trip and what benefits we expect to gain from this effort.

8. **Reports**

a. **Executive Director – Library Effectiveness**

In addition to his narrative report, Mr. Seleb said that teens who participated in this year's Entrepreneur Academy have been invited to the Trustees' meeting next month to talk about their experience with the program.

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 - Experiences and Initiatives**

A copy of the *Library Experiences and Initiatives Report – August 2016* is attached to these minutes as Appendix IV.

d. **2016 Summer Programming Experiences**

Ms. Fox commented that she read and really enjoyed this report. She finds it tremendously helpful to her to have a detailed report about all the programming that goes on during the summer months.

A copy of *2016 Summer Programming Experiences* is attached to these minutes as Appendix V.

e. **Library Statistics**

Trustees reviewed the *Oak Park Public Library Use Statistics, August 2016*

f. **Friends of the Library**

The next Friends of the Library Executive Board meeting is scheduled for October 17. Mr. Seleb will make the Library's annual request for funding at that meeting.

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

Mr. Foss reported briefly on the IGov Group. The IGov Joint Assembly is scheduled for October 29.

There were no further legislative or government activity reports.

h. **Collaboration for Early Childhood**

Ms. Fox reported that she is pleased that Lori Pulliam and Shelley Harris have been representing Library staff at the Collaboration meetings and that the Oak Park Public Library will participate again in the Collaboration Annual Symposium for care-givers.

i. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from August 19, 2016 through September 22, 2016* was included in Board packets.

Mr. Baron called a short recess of the meeting at 9:30 p.m.

9. **Closed Session**

- a. **5 ILCS 120/2(c)(1): To discuss the employment of a specific employee of the Oak Park Public Library**

At 9:37 p.m. Mr. Fruth moved that the Board of Library Trustees adjourn to a Closed Session in accordance with 5 ILCS 120/2(c)(1): To discuss the employment of a specific employee of the Oak Park Public Library.

Mr. Samuels seconded the motion and a roll call vote was taken as follows:

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

Nays: None

10:04 p.m. Mr. Samuels moved that the Board of Library Trustees return to open session.

Mr. Fruth seconded the motion and a roll call vote was taken as follows:

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

Nays: None

10. **Adjournment**

There being no further business, President Baron adjourned the meeting at 10:05 p.m.