

April 28, 2015

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, April 28, 2015 in the Scoville Room of the Main Library. The meeting was called to order at 7:33 p.m. by President Hart.

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

Present: Library Trustees Baron, Fox, Fruth, Hart, Kelenson, Samuels and Sokol

Absent: None

Also present David Seleb, Executive Director; Jim Madigan, Assistant Director for Administration and Finance; Cyndee Landrum, Assistant Director for Public Services and Programming; Elsworth Rockefeller, Manager, Adult and Teen Services; Jodi Kolo, Manager, Communication Services; Sharon Comstock, Library Content Strategist; Ted Foss, Board of Library Trustees elect; Carmenza Millan, Board of Library Trustees elect; Mary Rose Lambke, observer for the League of Women Voters; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – March 17, 2015**

Mr. Baron moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, March 17, 2015. Mr. Sokol seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Sokol thanked the Executive Director and library staff for their extremely competent and well recognized service to the community.

Mr. Baron said that he would like to add his thanks and appreciation to Mr. Sokol and Mr. Hart who are ending their service on the Board of Library Trustees.

Ms. Kelenson moved and read into the record *Oak Park Public Library Board of Library Trustees Resolution Recognizing Lane Hart for His Service to the Oak Park Public Library.*

Mr. Sokol seconded the motion. Ayes: all.

A copy of *Oak Park Public Library Board of Library Trustees Resolution Recognizing Lane Hart for His Service to the Oak Park Public Library* is attached to these minutes as Appendix I.

Ms. Kelenson the moved and read into the record *Oak Park Public Library Board of Library Trustees Resolution Recognizing David Sokol for His Service to the Oak Park Public Library.*

Ms. Fox seconded the motion. Ayes: all.

A copy of *Oak Park Public Library Board of Library Trustees Resolution Recognizing David Sokol for His Service to the Oak Park Public Library* is attached to these minutes as Appendix II.

Mr. Hart commented that he has loved serving on the Board of Library Trustees, is very grateful to library staff and volunteers for their work, and that he has learned a lot from fellow Board members.

Mr. Hart said that he would appoint a Nominating Committee for Board of Library Trustee Officers. He asked Ms. Kelenson to serve as Chair and Ms. Fox and Mr. Baron to serve as members of the committee.

A Nominating Committee meeting was scheduled for May 12, 2015 at 2 p.m.

4. **Comments of Visitors**

Mary Rose Lambke, observer from the League of Women Voters of Oak Park and River Forest, invited Library Trustees to a Mothers' Day program based on Julia Ward Howe's Mothers' Day of Peace Proclamation, May 9, 2015 from 10:00 - 11:30 a.m. at Mills Park.

5. **Staff Reports**

a. **Sharon Comstock, Library Content Strategist**

Ms. Comstock reviewed a Data Snapshots in SWAN Contexts handout and answered Trustees' questions on content strategy as it relates to resource sharing. She also noted that staff is working on a revision of the Oak Park Public Library Collection Management Statement. This statement has had no update since 2002.

6. **Financial Reports**

a. **Disbursements for March 2015**

Mr. Samuels moved approval of Disbursements for March 2015. Ms. Fox seconded the motion. Ayes: all.

A copy of *Resolution on Disbursements, March 2015* is attached to these minutes as Appendix III.

b. **March 2015 Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expense for March 2015. Mr. Seleb noted that most tax receipts for the first half of the year have been received and that he expects little further in the way of tax receipts until tax bills for the second half of the year are issued.

Mr. Seleb also reported that the auditors of Sikich, LLC have begun their work on the audit for 2014. When their work is complete, Mr. Seleb will ask them to a Trustees meeting to report directly to the Board.

7. **Unfinished Business**

a. **Personnel Benefits Post-termination Payment**

Mr. Seleb said that he and Village Manager Cara Pavilcek have been discussing the possibility of the Library receiving some benefit in exchange for this payment, such as a reduction for a period of time on the rent that the Library pays to the Village for space in the Dole Learning Center. Regardless of the results of these discussions, Mr. Seleb said that he plans to release the payment this month.

8. **New Business**

a. **Rules of Behavior Policy**

Mr. Seleb reported that, at the request of the Board of Library Trustees in response to complaints received regarding sleeping in the Library, the Leadership Team had considered whether the of Rules of Behavior should be revised to ban sleeping in the Library.

The Leadership Team recommends no changes at this time. It is felt that sleeping that is disruptive, i.e. loud snoring can be addressed adequately by current policy.

There was discussion and it was noted that most of the complaints about sleeping had to do with homeless customers.

Mr. Sokol commented that continuing efforts should be made to work with other agencies to solve the community issues of behavior by youth and homeless. The conversation needs to be maintained among the Council of Governments.

Mr. Madigan said that he would share information from the quarterly homeless meeting at next months' regular meeting.

b. **Adjustment to the Salary of the Library Executive Director**

Mr. Fruth reported that the annual performance evaluation of the Executive Director is complete and moved that the Executive Director's salary be increased by 1.7% to \$130,303, effective May 1, 2015. Mr. Sokol seconded the motion. Ayes: all.

9. **Reports**

a. **Executive Director**

In addition to his narrative report, Mr. Seleb noted that two weeks ago Oak Park Public Library migrated to a new integrated library system and that this process has not been without challenges. However, staff has continued to work with SWAN staff to resolve issues and answer customer concerns. It is believed that these issues will be addressed in a reasonable amount of time and that the new system will be of wide benefit to customers and staff alike.

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

b. **Assistant Directors**

In addition to his narrative report, Mr. Madigan discussed how Oak Park Public Library supports local schools by hosting the annual Reading Olympics, outreach to public and private schools in the community and that the Library now shares its databases with District 97.

Ms. Landrum discussed how we are hearing from more and more community groups and organizations that want the Library to lead them in the Harwood Practice of community conversations. Staff is taking the Harwood method to the streets throughout Oak Park. For instance, the previous Sunday Ms. Landrum had hosted a community conversation with the Oak Park River Forest Parent Access Group.

Copies of the Assistant Director narrative reports are attached to these minutes as Appendix V.

c. **Library Statistics**

Trustees reviewed *Oak Park Public Library Use Statistics, March 2015*.

d. **Friends of the Library**

Ms. Kelenson reported on the Annual Meeting of the Friends of the Library held on April 26. Denise Roser will replace Philomena Harbaugh on the Executive Board of the Friends.

Ms. Kelenson said that she had reported to the Friends of the Library Executive Board on the new library integrated system and catalog, the study room and meeting space expansion project and the digitization grant project.

The Friends also discussed recent Friends sponsored movie program series and expressed the desire that the Library make requests for Friends funding for specific projects.

Although major renovations at Oak Park and River Forest High School promise to make this year's Book Fair challenging, the Friends current goals are for a successful Book Fair, staying financially healthy, and recruiting new members.

The Friends have switched their regular meeting date to the third Monday of the month. The next meeting will be May 18.

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

Mr. Seleb reported that he and Trustee Baron will be attending ALA Legislative Days in Washington, DC May 4, 5 and 6.

Mr. Baron reported on the most recent meeting of the -IGov Group. He asked that Trustees planning to attend the Joint Board Assembly on May 9 reply to Village Clerk Teresa Powell. The meeting will be held from 9 a.m. – noon at Oak Park Township Senior Services Center on Oak Park Avenue.

Mr. Fruth said that he had nothing to report at this time on activities of the State Legislature.

e. **Collaboration for Early Childhood**

Ms. Fox said that although the April meeting of the Collaboration for Early Childhood had been cancelled, Heather MCammond-Watts, Manager of the Children's Services Department had reported to Ms. Fox regarding the collaborative efforts of the Library to sponsor the Very Ready Reading program with Parenthesis. Also, Oak Park Public Library has been working with the Collaboration to help schedule developmental screenings at the Main Library.

f. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from March 13, 2015 through April 27, 2015* was included in Board packets.

10. **Closed Session**

- a. 5 ILCS 120/2(c)(11): to discuss a matter of pending litigation against the Oak Park Public Library

At 9:06 p.m. Mr. Fruth moved that the Board of Library Trustees adjourn to an executive session to discuss a matter of pending litigation against the Oak Park Public Library.

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

Ayes: Library Trustees Baron, Fox, Fruth, Hart, Kelenson, Samuels and Sokol

Nays: None

At 9:17 p.m. the Board of Library Trustees returned to open session.

11. **Adjournment**

There being no further business, the meeting was adjourned by acclamation at 9:18 p.m.