

January 20, 2015

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, January 20, 2015 in the Community Space at the Main Library. The meeting was called to order at 7:30 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; Eric Penny and Don McKay, Nagle Hartray Architect Planners, Ltd.; Ted Foss 1100 N. Elmwood Avenue, Oak Park; Adam Olson, 202 Clinton Avenue, Oak Park; Mary Rose Lambke, observer from the League of Women Voters of Oak Park River Forest; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – December 16, 2014**

Mr. Sokol moved approval of the minutes of the regular meeting of the Board of Library Trustees held on December 16, 2014. Ms. Kelenson seconded the motion. Ayes: all.

b. **Fundraising Committee Meeting – December 15, 2014**

Mr. Fruth moved approval of the minutes of the Board of Library Trustees Fundraising Committee held on December 15, 2014. Ms. Fox seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Sokol expressed concern that he has heard from members of both of his book groups that there are too few copies of popular titles within the SWAN system. There was discussion and Trustees asked that at a future meeting, staff provide information on fill rates within SWAN and how the decision of number of copies of popular titles is addressed by our content strategy.

Ms. Fox asked that the calendar be corrected to show the new date of February 24 for that month's meeting.

Mr. Hart noted that the ILA Trustee Forum workshop is scheduled for Saturday, February 14. The League of Women Voters State of Villages Evening is scheduled for Friday, March 6. Trustees interested in these events should contact Mr. Seleb.

4. **Visitor Comments**

Mary Rose Lambke, observer from the League of Women Voters of Oak Park and River Forest, noted that on April 15 Oak Park Public Library and the League of Women Voters are collaborating on the program *Women as Peacemakers: Maternal Thinking Re-Defined* presented by Rima Lunin Schultz.

At this point in the meeting, President Hart brought forward agenda item 7.a., Study and Meeting Room Expansion Project.

Mr. Seleb gave some background information on a \$100,000 grant appropriate secured for the Oak Park Public Library by State Representative LaShawn Ford. Although the Library had originally designated these funds for a Teen Space project, it was determined that the project was not the library's current, top priority. As a result, the need for additional and more flexible meeting and study spaces was moved to the top our priority list.

It was originally thought that we might be receiving an additional appropriation from the State of Illinois through Representative Ford's efforts, but this has become uncertain since the a change in the State's administration.

Mr. Seleb reviewed a Concept Estimates Summary developed by Library Architects Nagle Hartray for various study room expansions and restroom improvements. We have about eight months left to expend the originally appropriated funds, and Mr. Seleb will need to update our grant contract with the State.

There was extensive discussion of the various proposed projects with the understanding that we will need also to appropriate money from Library reserves to complete any of the projects. Mr. Madigan explained that we are in good shape financially and that this would not negatively affect our savings target as stated in policy.

Mr. Sokol commented that, as a Literacy Volunteer tutor, he sees the high demand for our study rooms on a weekly basis and that he sees the addition of study rooms as a very high priority.

After some additional comments and discussion, Mr. Fruth moved that the Board of Library Trustees direct staff to move forward on the proposal for three freestanding study rooms; 2 smaller rooms and one larger room at an estimated cost of \$232,267. Mr. Samuels second. Ayes: all.

## 5. Staff Reports

### a. **Elsworth Rockefeller, Manager for Adult and Teen Services**

Mr. Rockefeller reported that ATS staff was excited to meet with the architects regarding plans for reconfiguration of service desks into smaller service points. This is not a roving reference model, but the hope is to remove barriers with total wireless service points so that staff can meet patrons where they have greatest need, and provide more flexible, on the go services. Adult and Teen Services staff is also working with marketing staff to develop better way-finding tools.

Mr. Rockefeller also discussed the success of our new cross training staff model and how that frees up librarians for more outreach and community engagement.

6. **Financial Reports**

a. **Disbursements for December 2014**

Ms. Kelenson moved approval of disbursements for December 2014. Mr. Fruth seconded the motions.

After some discussion of specific items, Mr. Hart called the question. Ayes: all.

A copy of *Resolution on Disbursements, December 2014* is attached to these minutes as Appendix I.

b. **December 2014 Financial Reports**

In addition to review of bank balances and the Statement of Income and Expense for December 2014, Mr. Seleb commented on Contributor Report to our accounts at the Community Foundation of Oak Park River Forest. We have seen an increase in donation activity, due in part to the Community Foundation restructuring and refocus of priorities, as well as the establishment of a permanent Library Board Fundraising Committee.

7. **Unfinished Business**

a. **Study and Meeting Room Expansion Project**

Addressed previously

8. **New Business**

a. **Proposed Revisions to Rules of Behavior Policy**

Mr. Seleb reviewed proposed changes to the Library *Rules of Behavior* policy. There was extensive discussion and Trustees made suggestions for changes. Staff will work on those changes and present revised copy at the meeting in February for possible action.

9. **Reports**

a. **Executive Director**

In addition to his narrative report, Mr. Seleb gave further details regarding an incident at the Library's most recent After Hours Teen Open Mike event. A fight occurred resulting in the arrest of two adults and three juveniles on various charges related to mob action and damage to Library property. None of the teens and young adults involved in the incident

were Oak Park residents. Staff is currently reevaluating our procedures and requirements for attendance at these events.

Mr. Seleb reported that sale of the Forgotten Oak Park Landmarks greeting cards has so far netted about \$400.

Annual staff performance discussions for 2014 are being conducted this month and Mr. Seleb will report to Trustees when they are complete.

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

**b. Assistant Directors**

Mr. Madigan and Ms. Landrum indicated that they had nothing further to report.

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

**c. Library Statistics**

Trustees reviewed *Oak Park Public Library Use Statistics, December 2014*. The WiFi vendor has updated reporting to measure unique devices on the network. Devices are only counted the first time they engage the network during the month. 2014 year to date calculation has been reset.

Year to date statistics reflect estimates based upon past experience for Dole and Maze gate counts for October 2014.

**d. Friends of the Library**

Ms. Kelenson reported that the Friends were pleased by the publicity on the digitization grant and to hear about the Library book bike. The Friends are starting a new film series that will focus on food. A recent film series that was held in the mornings did not draw too many participants, so they will move back to the more popular afternoon sessions.

The 2015 Book Fair is tentatively scheduled for August 7 and 8 pending a discussion with Oak Park River and Forest High School. There are plans for significant construction projects in the Student Center this summer. It was noted that increased use of credit cards at the Book Fair has limited the Friends ability to collect customer information for membership outreach.

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

Mr. Seleb reported that the Council of Governments meeting was cancelled due to the weather.

Mr. Baron reported that the next date for the IGOV Joint Meeting is tentatively scheduled for May 2. There are plans to invite representatives of the real estate community to participate in the next meeting.

Mr. Fruth reported that he is trying to schedule a meeting with Senator Don Harmon to get a sense of where he thinks things will be heading in the Illinois State Legislature.

f. **Collaboration for Early Childhood**

Ms. Fox said she had no report.

g. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from December 11, 2014 through January 14, 2015* was included in Board packets.

10. **Closed Session**

- a. 5 ILCS 120/2(c)(11): to discuss a matter of potential litigation against the Oak Park Public Library
- b. 5 ILCS 120/2(c)(1): to discuss the performance of the library Executive Director

At 8:56 p.m. Mr. Sokol moved that the Board of Library Trustees adjourn to Executive Session. Mr. Baron 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

Absent: None

At 9:35 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 9:36 p.m.