

June 16, 2015

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, June 16, 2015 in the Veterans Room of the Main Library. The meeting was called to order at 7:00 p.m. by President Baron.

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

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

Absent:            Library Trustee Fruth

Also present:    David Seleb, Executive Director; Jim Madigan, Assistant Director for Administration and Finance; Cyndee Landrum, Assistant Director for Public Services and Programming; Eric Battaglia, Manager, Digital Services; Jodi Kolo, Manager, Communication Services; Elizabeth Marszalik, Manager, Materials Services; Lori Pulliam, Manager Customer and Branch Services; Elsworth Rockefeller, Manager, Adult and Teen Services; Mary Rose Lambke, observer from the League of Women Voters; Daryll Allen, Managing Partner, Mentorship Institute, Inc.; and Rita Earle, Office Manager

2. **Dinner and Discussion with the Library Leadership Team**

Adult and Teen Services Manager Elsworth Rockefeller discussed collaboration with Oak Park-River Forest High School District 200 on utilizing the teen study room, a converted office, for the High School's Off Campus Tutoring program. He also discussed a new genealogy program being led by staff that has an enthusiastic following.

Digital Services Manager Eric Battaglia discussed the conversion of the Library's wireless connection from ICN (Illinois Century Network) to Comcast, which will increase capacity and connection speed for both staff and the public. In addition, Digital Services staff has been working on formulation of a new model for technology classes. In response to a question from Ms. Kelenson, Mr. Battaglia said that due to large IT projects at a number of the local government agencies, regular meetings between IT managers of the agencies to discuss collaborative efforts has been on hiatus. He expects to call a meeting in the near future.

Customer and Branch Services Manager Lori Pulliam discussed plans for a new expanded call center at the switchboard which will include a Librarian as well Library Assistant so that service desk staff can work with customers that are here in the Library without the interruption of phone calls from customers needing help from remote locations. It is hoped that this model will lead to better service to all. She also highlighted a new training model where Librarians are mentoring teams of Library Assistant staff.

Elizabeth Marszalik discussed the collaboration that has been occurring between public services, digital services, and materials services so that efforts are not duplicated. She emphasized the positive effect this had on the migration to the new ILS (Integrated Library System).

Ms. Landrum introduced Daryll Allen, Managing Partner of the Mentorship Institute. Mr. Allen discussed the mentorship project that his company is leading with Library staff and community youth. The initiative is designed to train staff in project management skills while developing the leadership, project development, and communication skills of the participating youth.

3. **Approval of Minutes**

a. **Regular Meeting – May 19, 2015**

Ms. Fox moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, May 19, 2015. Ms. Kelenson seconded the motion. Ayes: all.

b. **Ad Hoc Nominating Committee Meeting – May 12, 2015**

Ms. Kelenson moved approval of the minutes of the meeting of the Ad Hoc Nominating Committee held on Tuesday, May 12, 2015. Ms. Fox seconded the motion. Ayes: all.

4. **Trustee Comments and Board Calendar**

Mr. Baron noted the success of the Library's presence at A Day in Our Village and said that he had enjoyed himself very much.

Mr. Foss noted that he will attend the ALA Annual Conference in San Francisco and asked if there were other Trustees or staff planning to attend. Mr. Seleb responded that he and Cyndee Landrum as well as several other staff would be attending the conference and that staff would also be presenting at a number of sessions.

There was discussion of the Library's participation in the Oak Park 4<sup>th</sup> of July Parade. Ms. Kelenson, Mr. Baron, Ms. Fox, and Mr. Foss all indicated their interest in marching. Communications Manager Jodi Kolo will follow up with details of participation.

Mr. Seleb reminded Trustees that their annual Strategic Planning meeting is scheduled for Saturday morning, July 11.

5. **Visitor Comments**

Mary Rose Lambke, observer from the League of Women Voters said they had run into difficulties in trying to record one of their events in the Veterans Room recently and asked that Library address this problem.

6. **Financial Reports**

a. **Disbursements for May 2015**

Ms. Kelenson moved approval of disbursements for May 2015. Ms. Fox seconded the motion.

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

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

b. **May 2015 Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expense for May 2015.

In response to a concern from Ms. Fox regarding the Adult Programming line showing as 76% expended with only 42% of the year having passed, Mr. Seleb said that it is possible that some Friends of the Library sponsored program expenses may have been erroneously assigned to Adult Programming expenses rather than the Pass Through expenses. Ms. Earle noted that she would research this issue. If accounting adjustments need to be made, she will make those adjustments as directed by management.

7. **Unfinished Business**

None

8. **New Business**

a. **Board Committee Assignments**

Mr. Baron said that he had been in discussion with Mr. Seleb regarding committee assignments and that his preference would be to move to a Committee of the Whole structure for Finance and Budget, Strategic Planning and Fundraising rather than appointing standing committees. He feels that especially for Budgeting purposes, a Committee of the Whole would be more conducive to all Trustees feeling that they have had sufficient opportunity to express their views.

After discussion, it was consensus to try this alternative structure. The initial finance discussion for the 2016 budget will be the major portion of the regular meeting on July 21.

In response to a question from Mr. Foss, Mr. Seleb discussed the structure and purpose of the IGov Group, the Council of Governments, and the Management Council.

b. **Annual Prevailing Rate of Wages Resolution**

Mr. Seleb said that included in Board packets is a cover letter from the Library attorney and *An Ordinance Adopting Prevailing Wage Rates To Be Paid To Laborers, Mechanics And Other Workers Performing Construction Of Public Works For The Oak Park Public Library Cook County, Illinois*. Passage of such an ordinance is required of each local government entity annually in June. The ordinance must then be filed with the Illinois Department of Labor and published in a local newspaper of general circulation within 30 days of that filing.

Mr. Samuels moved adoption of the prevailing wage ordinance. Ms. Kelenson seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustee Fruth

A copy of *An Ordinance Adopting Prevailing Wage Rates To Be Paid To Laborers, Mechanics And Other Workers Performing Construction Of Public Works For The Oak Park Public Library Cook County, Illinois* is attached to these minutes as Appendix II.

c. **Nonresident Library Cards Resolution**

Mr. Madigan said that in 2002, the Board of Library Trustees had elected to participate in the State of Illinois non-resident library card program. The regulations require that the fee for non-resident library cards comply with one of several methods set out in the regulations. Taking into account fairness to Oak Park taxpayers and simplicity of administration, only the fee structure based upon a modification of the State's traditional minimum cost makes sense for us. The fee for a non-resident library card would be set each year at an amount equal to the total amount imposed via property taxes for library purposes divided by the number of households in the village. This year that is \$453.04, which is a modest increase from the 2014 figure of \$440.62.

Ms. Kelenson moved that 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 \$453.04 for 2015, and that Library circulation policies be amended to reflect the changes.

Ms. Fox seconded the motion. Ayes: all.

d. **Collection Strategy Statement**

Mr. Seleb said that the current Collection Policy statement and a Draft Collection Strategy Statement were included in Board packet for Trustees to review. The last revision of this policy took place in 2002.

Ms. Marszalik explained that the main difference between the two statements is that the revised statement is designed to align with the strategic action plan and current practice of evidence based collection development.

Trustees will be asked to approve the new statement next month.

e. **Library Trustee Email Addresses**

Mr. Baron reviewed a memorandum from himself to Trustees suggesting that Trustees be given Oak Park Public Library network accounts for email use for library business rather than using personal emails, as has been practiced in the past. This will be useful in terms of both transparency and branding.

There was discussion and in light of recent controversy at the national level regarding use of personal email accounts to conduct official business, it was consensus that this would be appropriate.

9. **Reports**

a. **Executive Director**

In addition to his narrative report, Mr. Seleb said that he would be presenting at both American Library Association Annual Conference in San Francisco and at the Illinois Library Association Annual Conference in Peoria regarding the Oak Park Public Library's Hacking Hemingway grant for digitization of local author and history materials. Ms. Landrum and Ms. Benton of the Materials Services department will be presenting at ALA as well.

Mr. Baron suggested that publicity pieces on these presentations be developed for the local press.

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

b. **Assistant Directors**

In addition to his narrative report, Mr. Madigan offered to lead tours of the Library's green roof for Trustees. He asked that interested Trustees call him to arrange tour times.

In addition to her narrative report, Ms. Landrum said that the Summer Library Adventure reading program for children is in full swing. Also, book discussions and events regarding this summer's selection for One Book, One Oak Park; What We Have Lost is Nothing, by Rachel Louise Snyder, are well under way.

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

c. **Library Statistics**

Ms. Landrum reviewed highlights from *Oak Park Public Library Use Statistics, May 2015*.

d. **Friends of the Library**

Ms. Kelenson reported that the Friends of the Oak Park Public Library Executive Board had met the previous evening and provided the following highlights from that meeting:

- Communications Manager Jodi Kolo presented to the Friends regarding publicity campaigns underway for both the Library and the Friends of the Library. Long time Friends member and volunteer Paul Koko will provide stories about the evolution of the Book Fair for the Friends publicity campaign.
- The Friends volunteer appreciation pizza party is scheduled for Wednesday, June 17.
- At their next meeting in August, after the Book Fair, the Friends Executive Board will ratify a donation to the Library of \$20,000 in support for the 2015 Summer Reading program.
- The Friends will have representatives marching in the Oak Park 4<sup>th</sup> of July Parade.

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

Mr. Seleb noted that the next meeting of Council of Governments is scheduled for July 1.

Mr. Baron said that he will check on the date of the next meeting of the I-Gov Group and will check with Trustees as to who might like to serve as Library representative to that body.

Mr. Baron and Communications Manager Jodi Kolo have been discussing posting of brief biographies for Trustees, similar to those posted on the "Meet Our Staff" section of the public web site. Ms. Kolo will contact individual Trustees to get their responses to specific interview questions for this purpose.

f. **Collaboration for Early Childhood**

There was no report.

g. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from May 14, 2015 through June 10, 2015* was included in Board packets.

10. **Closed Session**

- a. **5 ILCS 120/2(c)(21): to review minutes of meetings lawfully closed under the Open Meeting Act**

AT 9:36 p.m. Ms. Kelenson moved that the Board of Library Trustees adjourn to executive session to review minutes of meeting lawfully closed under the Open Meetings Act.

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

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

Nays: None

Absent: Library Trustee Fruth

The Board of Library Trustees returned to open session at 10:00p.m.

11. **Adjournment**

There being no further business, the meeting was adjourned by acclamation at 10:01p.m.