

March 17, 2015

Minutes of the Board of Library Trustees of the Village of Oak Park held on Tuesday, March 17, 2015 in the Scoville Room of 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; Cyndee Landrum, Assistant Director for Public Services; Jim Madigan, Assistant Director for Administration Services; Elizabeth Marszalik, Manager, Materials Services; Gretchen Rings, Digital Collections Librarian, Materials Services; Elsworth Rockefeller, Manager, Adult and Teen Services; Theodore N. Foss, 1100 N. Elmwood Avenue, Oak Park; Jo Murray, 216 S. Maple Avenue, Oak Park; Marilyn Cantisano, observer from the League of Women Voters; Judith de Lanerolle, observer from the League of Women Voters; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – February 24, 2015**

Mr. Sokol moved approval of the minutes of the regular meeting of the Board of Library Trustees of The Village of Oak Park held on Tuesday, February 24, 2015. Mr. Baron seconded the motion.

Mr. Baron asked that the section of the minutes regarding the IGov Group meeting be corrected to refer to expansion of the Eisenhower Expressway, rather than capping it, as this is no longer under consideration.

Mr. Hart then called for approval as amended. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Baron asked that the IGov Joint Meeting be added for Saturday, May 9, 2015.

Ms. Kelenson asked that a regular meeting agenda item be added for a report and discussion of the Library's programming strategy and evaluation of impact. Ms. Landrum noted that she will be prepared to report on this after the summer reading program. Ms. Kelenson would also like to discuss the recent cancellation of the program that was to have featured Rick Kogan, Elizabeth Berg, and Alex Kotlovitz.

Mr. Hart said that in view of recent complaints, there needs to be further discussion of the Library Rules of Behavior.

Mr. Hart said that he would be withdrawing from the April 7 Board of Library Trustees election. He and his wife will be relocating to Denver, Colorado, and if elected he will not be able to serve. Mr. Hart said he planned to contact the local papers the following day.

Mr. Baron expressed his appreciation for Mr. Hart's service and leadership on the Board of Library Trustees. Ms. Kelenson said that she would like to second Mr. Baron's comments.

4. **Visitor Comments**

There were no visitor comments.

5. **Staff Reports**

a. Gretchen Rings, Digital Collections Librarian

Ms. Rings reported on the Library's digital collections. She distributed a brochure designed for customers as well as a chart outlining the Library's digital offerings.

The Library offers eBooks and audiobooks on three platforms, Overdrive, 3M Cloud Library and the newest, axis360. Axis360 is the newest, and the platform for eRead Illinois sponsored by the Illinois State Library.

In response to a question from Mr. Hart, Ms. Rings said that there is some overlap in content among the platforms. Overdrive, the platform to which we subscribe with a number of other libraries has the largest database. 3M Cloud is used heavily by District 97 schools and OPPL has more direct control of its content. Ms. Rings noted that it has been fun building this collection.

Ms. Rings also discussed the Hoopla platform for streaming music, movies, audio books, and some TV series. With Hoopla there are no holds, no waiting, and no downloads. Customers have simultaneous access. Freegal is a music service platform that offers five downloads per week that you can keep forever and three hours of streaming per day. The Zinio platform offers downloadable magazines, and Indieflix is a platform for independent movies, documentaries, and short films.

b. **Elizabeth Marszalik, Manager for Materials Services**

Ms. Marszalik said that she was there to answer any questions Trustees have about the new ILS (Integrated Library System) migration.

Mr. Seleb said that staff has been going to hundreds of hours of training in preparation for the migration. We have been also been communicating with the public both through eNews and through the library catalog itself. The go live date for the new software is April 14.

6. **Financial Reports**

a. **Disbursements for January 2015**

Ms. Kelenson moved approval of disbursements for January 2015. Ms. Fox seconded the motion. Ayes: all.

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

b. **January 2015 Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expense for January 2015. Mr. Seleb noted receipt of some TIF (Tax Increment Financing) distributions.

c. **Disbursements for February 2015**

Ms. Fox moved approval of disbursements for February 2015. Ms. Kelenson seconded the motion. Ayes: all.

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

d. **February 2015 Financial Reports**

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

In response to a question from Mr. Hart regarding in-house printing, Mr. Madigan said for most of 2014, Konica/Minolta had been billing the Library for in-house printing based on estimated meter readings. Just prior to his departure in December 2014, Digital Services Associate Ian Nosek had sent the company an actual meter reading covering that same period. Konica had been under-billing the Library by a significant amount and the Library paid this additional invoice in January 2015. It is probable that the auditors will make an adjustment to post this expenditure back to FY2014.

7. **Unfinished Business**

None

8. **New Business**

a. **Proposed Revision to Budget for Fiscal Year 2015**

Trustees reviewed a budget amendment memorandum prepared by Mr. Madigan at the direction of the Board of Library Trustees, with insertion of an expense to pay \$163,333.41

to the Village of Oak Park relative to the Intergovernmental Agreement for the Group Benefit Plan administered by the Village for the Library that was terminated on December 31, 2014.

This payment will cover:

3 month premium for health insurance	\$157,135.89
3 month premium for dental insurance	\$ 5,915.16
3 month premium for life insurance	\$ 65.01
3 month premium for EAP service	\$ 217.35

This expense will result in a deficit budget and will be paid for from the Library's Fund Balance.

Mr. Sokol moved that the 2015 Budget, approved November 18, 2014 be amended to reflect an expense payable to the Village of Oak Park in the amount of \$163,333.41, resulting in an increase in budgeted operating expenses to \$7,751,157.41.

Mr. Baron seconded the motion.

In response to a question from Ms. Kelenson, Mr. Seleb said that this payment would probably occur in April.

A roll call vote was taken as follows:

- Ayes: Library Trustees Baron, Fox, Fruth, Hart, Kelenson, and Sokol
- Nays: None
- Abstain: Mr. Samuels abstained.

9. Reports

a. **Executive Director**

In response to a question from Mr. Hart, Mr. Seleb said that the Success for All Youth organization is sponsored by the Oak Park-River Forest Community Foundation as a collaboration of a number of local entities to align priorities, efforts, and resources to empower all youth to reach their full potential.

In response to a question from Mr. Sokol, Mr. Seleb discussed how the Hacking Hemingway digital archiving grant will impact the future of preservation at Oak Park Public Library.

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 reported that the Oak Park River Forest Community Foundation has released a web application where Library management can review our fund balances. The aggregate funds have now reached over \$500,000 for the first time. There was discussion and Trustees asked if they would be able to receive a report that shows what the returns have been over time. They also inquired as to whether the Library can rebalance its invested funds or direct where the money is invested. Mr. Madigan will investigate both questions further.

In addition to her narrative report, Ms. Landrum said that she was disappointed that the Oak Park Public Library had not been chosen as a recipient of a Story Corps Grant.

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

c. **Library Statistics**

In response to a question from Ms. Kelenson, Mr. Seleb apologized that statistics for February 2015 had been inadvertently omitted from the electronic Board packet. Paper copies were provided for Trustees to review at the meeting.

d. **Friends of the Library**

Mr. Seleb noted that the Friends of the Library Annual Meeting is scheduled for March 26, 2015 at 7:30 p.m. in the Scoville Room.

In response to a question from Mr. Hart, Mr. Seleb said that the 6<sup>th</sup> Annual Smartypants Trivia Night had been very well attended with 16 – 17 teams participating.

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

Mr. Hart and Mr. Seleb reported on the most recent Council of Governments meeting. Topics included more discussion of the Eisenhower Expressway expansion and a report from District 200 Superintendent Steven Isoye regarding the Affinity Groups program at the high school.

Mr. Baron said that the IGov Group had not met since the last meeting of the Board of Library Trustees, but that the date of the Intergovernmental Joint Meeting has now been scheduled for Saturday, May 9.

Mr. Fruth said he had nothing to report from the Illinois General Assembly.

Mr. Seleb said that he had nothing to report from the ILA Public Policy Committee.

f. **Collaboration for Early Childhood**

Ms. Fox reported that the next meeting of the Collaboration for Early Childhood is scheduled for Friday, March 20. Ms. Fox noted that in addition to the modest financial support the Library gives to the Collaboration, Library staff also contributes their time and effort to further the goals of the Collaboration for Early Childhood. Most recently the Library held a preschool dance party where Children's Services Manager Heather handed out Collaboration materials on the Every Child Ready to Read program. Children's services staff also presented programs at the Collaboration's Symposium for educators and caregivers.

g. **Employment and Separation from Employment**

The report *Employment and Separation from Employment Reported from February 19, 2015 through March 12, 2015* was included in Board packets.

10. **Adjournment**

There being no further business, at 8:41 p.m. Mr. Sokol moved adjournment of the meeting. Ms. Kelenson seconded the motion and the meeting was adjourned by acclamation.