

May 19, 2015

Minutes of the Annual Meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, May 19, 2015 in the Veterans Room of the Main Library.

1. **Oath of Office**

At 7:10 p.m. Oak Park Village Clerk, Teresa Powell, administered the Oath of Office to newly elected Library Trustees Theodore Foss and Carmenza Millan and to re-elected Library Trustee Janet Kelenson.

2. **Trustee Photographs**

Official Trustee photographs and a small reception followed the swearing-in ceremony.

3. **Roll Call and Call to Order**

The meeting was called to order at 7:48 p.m. by Ms. Kelenson, acting as Secretary and President Pro-Tem.

Present: Library Trustees Baron, Fox, Foss, Fruth, Kelenson, and Millan

Absent: Library Trustee Samuels

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 Battaglia, Manager, Digital Services; Michael Szwed, Digital Services Librarian; Raleigh Ocampo, Digital Services Librarian; Jodi Kolo, Manager, Communication Services; Eric Penney, Nagle Hartray Architecture; Tim Puntillo, Bulley and Andrews, LLC; and Rita Earle, Office Manager

4. **Election of Officers**

Ms. Kelenson said that at the last meeting of the Board of Library Trustees, President Lane Hart had appointed a Nominating Committee for Board Officers with herself as Chair, and Mr. Baron and Ms. Fox as members.

At the meeting of the Nominating Committee held on May 12, 2015, Committee members agreed on the following slate of candidates:

President: Matthew Baron  
Vice-President: Winifred Fox  
Secretary: Janet Kelenson  
Finance Officer: Matthew Fruth

Mr. Fruth moved approval of the slate of candidates as presented. Mr. Foss seconded the motion.

Ms. Kelenson asked if there were further nominations from the floor and hearing none, called the question. Ayes: all.

Newly elected President Baron then took over to chair the rest of the meeting.

5. **Approval of Minutes**

a. **Regular Meeting – April 28, 2015**

Mr. Fruth moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, April 28, 2015. Ms. Kelenson seconded the motion.

Ms. Fox said that she had a correction to her report from the Collaboration for Early Childhood. She said that she meant to state that the Oak Park Public Library has been working with the Collaboration to help schedule developmental screenings at the Main Library. She did not mean to imply that the Library was working with the schools on this effort. She has provided the correct wording to the Office Manager to amend the minutes.

Mr. Baron asked for a vote of approval of the minutes as amended. Ayes: all.

6. **Trustee Comments and Board Calendar**

Mr. Seleb noted that on Sunday June 7, in addition to Day in our Village activities in Scoville Park, the Library will be the host site for the Elected Officials Breakfast starting at 9:30 am.

Mr. Seleb also reminded Trustees that the June meeting will be their semi-annual meeting and dinner with members of the Leadership Team. The dinner part of the meeting will begin at 7 p.m.

In response to a comment from Ms. Kelenson, Trustees scheduled their annual Strategic Planning Committee of the Whole meeting for Saturday, July 11, 2015 from 9 to 12 p.m. at the Main Library.

Ms. Millan commented on her attendance at the ATLAS (Area Training for Librarians and Staff) Trustee workshop, noting that she felt that she had learned a great deal. Mr. Foss said that he also attended this workshop and suggested that Oak Park Public Library become an ATLAS member.

7. **Visitor Comments**

None

8. **Staff Introductions**

Eric Battaglia, Manager of Digital Services introduced the following new staff members:

- a. Raleigh Ocampo, Digital Content Strategist, is in charge of the Library's digital branch and web site. Mr. Ocampo received his MLS from Dominican University in 2011 and was most recently employed as a Digital Services Librarian at Northlake Public Library. Mr. Ocampo's undergraduate degree in visual arts education led to experience as an art teacher and he noted that he has always been interested in art and in making things.

- b. Michael Szwed, Technology Projects Coordinator, will focus on smoothing the sometimes rough road between the back end of technology and the user and staff experience. Mr. Szwed received his MLS from San Jose State University in 2014 and was most recently employed as computer technician at Mount Prospect Public Library.

9. **Financial Reports**

a. **Disbursements for April 2015**

Mr. Seleb pointed out a large payment to the Library's telephone vendor, CMS Communications, and noted that this was actually a 2014 expense for the new telephone system. There will be an audit adjustment to post this payment as a 2014 expenditure.

Ms. Kelenson moved approval of *Resolution on Disbursements, April 2015*. Ms. Fox seconded the motion. Ayes: all.

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

b. **April 2015 Financial Reports**

In response to a question from Mr. Baron, Mr. Madigan discussed the structure of the Library's deposit accounts and the fact that the interest rate of return remains low. We have attempted to increase the rate of return by periodic purchase of one-year certificates of deposit through PMA Financial Services. However, the rate of return on these short term CDs is only marginally better than that of our other deposit accounts.

Mr. Madigan also discussed the Library's American Express credit account that gives a return of one percent cash back. This card is used to pay large vendors, such the Library's main book jobber Baker & Taylor. The one percent back has allowed us to make deposits of \$5,000 over each of the past two years to the funds held for the Library by the Community Foundation of Oak Park and River Forest.

10. **Unfinished Business**

None

11. **New Business**

a. **Approve Early Opening of the Main Library for *Day in Our Village***

Mr. Fruth moved that Oak Park Public Library open two hours early on Sunday, June 7, 2015, at 11 a.m., to coincide with the start of the annual *Day in Our Village* festival. Ms. Fox seconded the motion. Ayes: all.

b. **Authorize Trustee Financial Signatories**

Mr. Fruth moved that in addition to the Executive Director and Assistant Director for Administration and Finance, the President and Finance Officer of the Board of Library Trustees be authorized as signatories for Library bank accounts.

Ms. Kelenson seconded the motion. Ayes: all.

c. **Approve Bid for Main Library Third Floor Construction Project**

Mr. Seleb reviewed the Bid Estimate Breakdown Sheet from contractor Bulley & Andrews, LLC from a public bid opening on May 15, 2015 and a Budget Summary prepared by Nagle Hartray Architecture with comparisons between the design phase estimates and construction bid prices. Overall, the construction bid prices are 3 percent lower than design phase estimates.

Eric Penney, Principal with Nagle Hartray Architecture discussed the high demand for study space across all libraries. Current Oak Park Public Library study rooms are designed for 4 – 6 occupants and we will be adding two study rooms that are slightly smaller than those, and one a bit larger with space for 10 – 12 persons.

Total Construction Bid Prices for the project are \$226,458.

After some further discussion about construction timeline, Ms. Fox moved approval of the bids as presented. Ms. Millan seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustee Samuels

12. **Reports**

a. **Executive Director**

Mr. Seleb reported on a meeting called by the Village of Oak Park that he attended on May 13. The meeting was regarding a new environmental sustainability initiative called iECO (Intergovernmental Environmental Community Organization.) The objective of the initiative is to serve units of local government with a collective vision of sustainability in the community.

Mr. Baron noted that one of those present at the *On the Table* discussion on philanthropy mentioned in the Executive Director's narrative report was Adam Olson, an Oak Parker who has a background with helping public libraries in Minnesota. Mr. Baron said that Adam has agreed to lend his expertise and help with fundraising and budgeting activity, and is optimistic that Mr. Olson will be a valuable resource to the library.

Mr. Baron also discussed his and Mr. Seleb's attendance of National Legislative Days in Washington, DC. There were 400 library advocates from across the nation in attendance,

with 25-30 from Illinois. Mr. Baron said it was interesting to see how we fit in the bigger national picture for libraries. He noted that he and Mr. Seleb will collaborate on an opinion editorial piece on library advocacy issues to send to the local papers.

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

b. **Assistant Directors**

In addition to his narrative report, Mr. Madigan discussed the activities of the Oak Park Homeless Coalition that has been meeting quarterly. At its most recent meeting the coalition reviewed a report "Homelessness by the Numbers in Oak Park."

The Coalition is planning a public relations campaign to raise awareness of the agencies in Oak Park that assist in aiding people who are homeless.

In addition to her narrative report, Ms. Landrum discussed a Library mentorship initiative. Darryl Allen of the Mentorship Institute will lead training for a cohort of 10 staff and 10 students from Oak Park-River Forest High School. After the training, staff and students will come together in a mentoring relationship to complete projects to present to the community that showcase the talents, gifts, and leadership skills of the mentored students.

Ms. Landrum also discussed how cross training of Library Assistants is freeing up Adult and Teen Services Librarians to take up focused duties as librarians of practice, pursuing collaborations and assistance to specific groups, such as businesses, within the community.

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 for April 2015* and had a discussion about how purely numerical statistics such as circulation of materials, library visitors, and program attendance are no longer the central measure of a library's success. Results and outcome measures, reporting and planning are becoming more and more important as the role of libraries evolves.

d. **Friends of the Library**

Ms. Kelenson reported on a meeting of the Friends of the Library Executive Board held May 18. The theme of the meeting was the Friends desire to adhere to their Bylaws, which they need to do to maintain 501c3 status. The Friends financial position includes approximately \$42,000 from various fundraising activities and a money market of just under \$50,000 for a total asset balance of \$92,000.

Ms. Kelenson said that she delivered a report to the Friends Board focusing on library statistics, the new online catalog system, the digitization grant, and the third floor construction project.

The traditional pizza party to kick off Book Fair volunteer activities will be held on June 24, with the Book Fair to be held on August 7 and 8. Volunteers and library staff will have their work cut out for them, as we cannot move tables and books to the High School until July 25.

The Friends also discussed how revenue from the Book Fair has been decreasing every year. There was a suggestion that the Community Bank of Oak Park and River Forest be approached for co-sponsorship for some of the expenses associated with the Book Fair.

Mr. Seleb presented the Friends with a letter requesting a gift of \$50,000 to the Library. The Friends approved \$20,000 for the summer reading program, but asked that additional requests be made in itemized fashion, with a specific purpose for each amount. They also requested that proposals from the Library be made prior to the beginning of the year in which the money will be expended.

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

Mr. Madigan reported on an interesting discussion at the most recent Council of Governments meeting in which Village President Anan Abu-Taleb expressed the desire to grow the population of Oak Park. A school board member pointed out that significant growth in the population of Oak Park will cause additional demands on the resources of schools, libraries, and the park district and be accompanied by an increase in necessary expenditures.

Mr. Baron reported on the I-Gov Joint Assembly. Focus of this years' meeting was on the business community. The group also received a presentation from Township Assessor Ali Al-Saffar.

Mr. Fruth reported that it looks like the ILA (Illinois Library Association) legislative initiatives are moving in the right direction with exception of Governor Rauner's call for a property tax freeze.

Mr. Seleb reported briefly on the most recent meeting of the ILA Public Policy Committee.

f. **Collaboration for Early Childhood**

Ms. Fox said she had nothing to report at this time.

g. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported form April 23, 2015 through May 13, 2015* was included in Board packets.

13. **Adjournment**

There being no further business, at 9:42 p.m. Mr. Fruth moved adjournment of the meeting. Ms. Fox seconded the motion. Ayes: all.