

August 18, 2015

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, August 18, 2015 in the Scoville Room of the Main Library. The meeting was called to order at 7:31p.m. by President Baron.

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

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

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; Eric Battaglia, Manager, Digital Services; Lori Pulliam, Manager, Customer and Branch Services; Elsworth Rockefeller, Manager, Adult and Teen Services; Elizabeth Marszalik, Manager, Materials Services; Sarah Yale, Librarian, Adult and Teen Services; Mary Rose Lambke, observer from the League of Women Voters; Darryl Allen, Partner, Mentorship Institute; Adam Olson, 202 Clinton, Oak Park; Cheryl Osborne, Chicago Public Schools; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – July 21, 2015**

Ms. Fox moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, July 21, 2015. Mr. Fruth seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Samuels noted that he will be out of town and unable to attend the regular meeting on September 15. Mr. Seleb said that he would be on vacation from September 19 through October 4. Ms. Fox said that she will be away for the regular meeting on October 20.

Ms. Kelenson said that the Friends of the Library Executive Board had postponed their meeting until August 24.

4. **Visitor Comments**

Mary Rose Lambke of the League of Women Voters of Oak Park River Forest said that the League will be holding their Second Tuesday Roundtable on October 13 and hope that a representative from the Board of Library Trustees could attend and give them some background on the genesis of the IGov Group. Mr. Baron responded that he could attend this meeting.

Adam Olson, 202 Clinton, Oak Park commented that the Oak Park Public Library was an important consideration for his family's decision to move to Oak Park. Mr. Olson has a background in

assisting libraries with development issues and has already had some engagement in this area with staff and trustees at Oak Park Public Library. He offered his assistance in whatever capacity is needed going forward.

Darryl Allen, Partner in the Mentorship Institute, reported to Trustees and answered questions on the results and outcomes of this summer's Mentoring Program at the Library. The program focused on professional development for Library staff in project management skills and community engagement through staff mentoring of local teens to complete specific goal-oriented projects selected by the participating teens. Students who completed the program presented their projects at a public forum held at the Library on August 13.

Mr. Allen said that the Chicago Tribune will publish an article on the mentoring program on August 20 and suggested the establishment of a project management office at the Library to move forward with large projects such as the establishment of a sister library relationship with a library in Cuba.

In response to a question from Mr. Baron, Mr. Allen said that he could provide trustees with thumbnail synopses of each student's project.

Ms. Landrum noted that even if the Library does not continue with this particular project, it would inform us going forward regarding our programming for students.

5. **Staff Reports**

Ms. Pulliam reported on the Children's Summer Reading Program and programming plans for fall. She noted Children's librarians will be developing areas of practice following the model already begun in Adult and Teen Services.

Mr. Battaglia discussed a family creative learning project developed by Assistant Manager Jerica Copeny in cooperation with Children's services staff.

Ms. Landrum distributed and Trustees discussed the document *Visualizing the Oak Park Public Library as a Circular Organization* which graphically illustrates Oak Park Public Library's structural reorganization.

6. **Financials Reports**

a. **Disbursements for July 2015**

Mr. Fruth moved approval of disbursements for July 2015. Mr. Samuels seconded the motion.

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

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

b. **July 2015 Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expense for July 2015. Mr. Seleb noted that the Young Adult Programming budget is close to being expended for the year due to expenses associated with the mentoring program, but that it is expected that over all programming expenses will come in at or under budget.

In response to a question from Ms. Kelenson, Mr. Madigan said that the Miscellaneous Income and Gift lines are budgeted by using our best estimate and past experience of actual income. However, these budget lines can vary widely from year to year.

6. **Unfinished Business**

a. **Draft Budget for Fiscal Year 2016**

Mr. Madigan reviewed with Trustees a memorandum discussing the draft budget for wages and salaries for 2016. This includes a 2% across the board salary increase for staff and outlines proposed changes to the Library Salary Schedule. The current salary schedule has had no significant update since the Management Association recommendation in November of 2011. The proposed schedule brings us more into line with the market and keeps us competitive in terms of attracting talent.

The proposed schedule would eliminate Grade 1 and make Grade 2 the entry level grade at \$10.00 per hour to match the minimum wage recently enacted in the City of Chicago. In addition, the starting rate for each grade would be increased by 5.25%.

To mitigate the impact on the budget, it is proposed that the new schedule be implemented in two stages. The new salary schedule for grades 2 – 6 would be effective January 1, 2016 and the new rates for grades 7 – 13 would take effect January 1, 2017.

Impact on the 2016 budget draft breaks down as follows:

2% across the board increase	\$76,579.
Combine grades 1 and 2, increase minimum to \$10.00	\$14,700.
Increase for Library Assistants (grade 4)	\$ 7,180.
Increase Library/Office Associates (grade 6)	\$ 7,467.
Increase in Wages line	\$105,926.

Mr. Samuels said that he would be in favor of the use of some of the library's fund balance in order to implement all the changes in 2016.

Ms. Kelenson asked for a summary showing how the Management Association and LACONI salary surveys support the suggested salary schedule.

Ms. Kelenson also expressed concern about unknown factors such as how much health insurance costs will increase. She said she would like to reintroduce a discussion about increasing the staff portion of medical coverage.

Mr. Madigan distributed a memorandum and Trustees discussed the question of library hours. This has come as a result of a customer inquiry as to why Maze Branch is closed on Friday. The question of library hours, particularly in relation to the Maze and Dole Branch libraries comes up on a regular basis.

Over the past 25 years the library has increased open hours across the organization by 25%. Opening the branches on the days that they are currently closed or matching branch hours to those of the Main Library have significant budget impact in terms of addition staff hours.

7. New Business

a. **Proposal: Sister Library in Cuba**

Mr. Seleb said that there is a great deal of interest in the community regarding Oak Park Public Library development of a Sister Library relationship with a library in Cuba. Many people are interested in helping us do this. Mr. Seleb said that he believes it is important that Trustees discuss this and to answer the question of why we would want such a relationship.

Mr. Fruth said that he is totally in favor of this idea, but Ms. Millan said she is unclear about what such a relationship entails.

At this point it is uncertain what the condition of libraries in Cuba is, but Ms. Fox said she would be interested in the possibility of Oak Park Public Library providing resources and expertise to a sister library in Cuba.

There was discussion about Oak Park and Cuba's Hemingway connection and the possibilities for cultural exchange and enrichment. Ms. Kelenson said she feels that there are tremendous possibilities for enriching both our community and a community in Cuba in the areas of education, growth, and cultural exchange. She suggested that there should be a committee to look at this.

Mr. Olson noted that this idea has the potential to attract lots of interest and funding from outside foundations.

b. **Proposal: Citizen Committee for Oak Park Public Library**

Ms. Kelenson suggested that a Citizens Advisory Committee for the Library based on the successful model at the Park District of Oak Park be appointed. The proposed Committee would serve as a resource for exploring and making recommendations to the Board of Library Trustees regarding needs and issues that the Board does not have time or scope of knowledge to explore.

Mr. Seleb said that he had spoken with Park District Executive Director Jan Arnold regarding the Park District Citizen Committee and that she had said she finds the committee meetings to be a useful sounding board for herself. If the Board of Library Trustees wants to move ahead with Ms. Kelenson's suggestion, Mr. Seleb feels that there will be a need for diversity on any committee appointed, and that there must be very clear objectives about what is to be accomplished. He said that if such a Committee were appointed for the Library, he would conduct those meetings using the Harwood Practice.

There was discussion and Mr. Fruth said that he is indifferent to this idea, as he does not see a specific pressing need for such a committee. He feels that the community already communicates regularly with him and other Trustees and does not feel that there are any issues that the Library faces that Trustees cannot handle at a Board or Committee of the Whole level.

Ms. Kelenson and Mr. Foss said that they are specifically concerned with issues of fundraising and fees.

After some further discussion, it was the consensus that the Board of Library Trustees meet as a Committee of the Whole to discuss and formulate fundraising objectives. The meeting was scheduled for Tuesday, September 8, 2015 at 6 p.m. in the Scoville Room of the Main Library. Adam Olson agreed to act as facilitator for this meeting.

9. Reports

a. **Executive Director**

Mr. Seleb said he had nothing to add to his narrative report. 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 had nothing to add to their narrative reports. Copies of the Assistant Director narrative reports are attached to these minutes as Appendix III.

c. **Library Statistics**

Ms. Landrum said that we had received notice from SWAN staff of errors in use statistics reported for July. Trustees will receive an updated, corrected Library Use Statistics report next month.

d. **Friends of the Library**

As noted previously, the Friends of the Library Executive Board is scheduled to meet on Monday, August 24.

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

Mr. Foss said that the IGov Group had met the previous evening but neither he nor Ms. Millan had been able to attend.

Mr. Fruth said that over the past couple of days Governor Rauner has rolled out his proposals to the Illinois General Assembly regarding collective bargaining and a property tax freeze.

Mr. Seleb said that discussion at the most recent ILA Public Policy Committee centered on recent actions by the Governor and the Illinois Legislature that have resulted in over 90% of state funds being committed without an actual state budget being enacted. Funds for Illinois library grants and library system funding have not been committed and it is unknown if those funds will be available in 2016.

f. **Collaboration for Early Childhood**

Carolyn Newberry-Schwartz, Executive Director of the Collaboration for Early Childhood, will address the Board of Library Trustees at their September meeting.

g. **Employment and Separation from Employment**

A copy of the report *Oak Park Public Library Employment and Separation from Employment Reported from July 17, 2015 through August 13, 2015* was included in Board packets.

9. **Adjournment**

There being no further business, at 10:30p.m, President Baron adjourned the meeting.