

July 21, 2015

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, July 21, 2015 in the meeting room of the Dole Branch Library. The meeting was called to order at 7:30 p.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; Daniel A. Berg, CPA/Partner, Sikich LLP; Mary Rose Lambke, observer from the League of Women Voters; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – June 16, 2015**

Ms. Kelenson moved approval of the minutes of the regular meeting held on Tuesday, June 16, 2015. Mr. Foss seconded the motion. Ayes: all.

b. **Special Meeting for Strategic Planning – July 11, 2015**

Mr. Foss moved approval of the minutes of the Special Meeting for Strategic Planning held on Saturday, July 11, 2015. Ms. Millan seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

In response to a question from Ms. Kelenson, Mr. Seleb said that the 2015 Barbara Ballinger Lecture with author Charles Dubow would be held on October 30, 2015 at the Cheney Mansion.

Ms. Kelenson noted that sorting of items for the Friends of the Library Book Fair begins Saturday, July 25, from 10 a.m. till 2 p.m.

4. **Visitor Comments**

Mary Rose Lambke, observer from the League of Women Voters of Oak Park and River Forest distributed brochures and invited Trustees to become members of the League of Women Voters.

5. **Financial Reports**

a. **Disbursements for June 2015**

Mr. Fruth moved approval of disbursements for the month of June 2015. Ms. Kelenson seconded the motion.

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

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

b. **June 2015 Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expense for June 2015. Mr. Seleb said that staff is still working on adjustments to the Adult Programming line as discussed at the June meeting.

6. **Unfinished Business**

a. **Collection Strategy Statement**

Mr. Seleb said that the *Collection Strategy Statement* was presented last month for review and that Trustees are asked to adopt the statement this evening.

Mr. Samuels moved approval of *Collection Strategy Statement*. Mr. Foss seconded the motion.

Ms. Kelenson asked that the section on Deselection be clarified by adding a phrase to indicate that both physical and digital materials are evaluated during the deselection process.

Mr. Baron then called for a vote to approve *Collection Strategy Statement* as amended. Ayes: all.

b. **Minutes from Previous Closed Sessions**

Mr. Madigan reviewed an action memorandum on disposition of Board of Library Trustee Closed Session minutes and made the following recommendations:

Illinois law allows for the destruction of verbatim recordings of Closed Session minutes 18 months after the meeting date, provided that written minutes of those sessions have been approved.

The minutes of Closed Sessions for January 15, 2013, January 21, 2013, February 11, 2013, February 23, 2013, and March 2, 2013 are all more than 18 months old. These minutes have been approved for release by the Board at the June 17, 2014 meeting and the verbatim tapes may be destroyed.

Recommendation: Resolved that the verbatim tapes of the 5 Closed Session meetings held during 2013 between the dates of January 15, 2013 and March 2, 2013 be destroyed.

The minutes for various Closed Session meetings held during 2013, 2014 and 2015 were presented to the Board for review at the June 2015 meeting.

Recommendation: Resolved that the following Closed Session meeting minutes be approved:

March 7, 2013
March 11, 2013
March 14, 2013
June 17, 2014
July 15, 2014
August 19, 2014
January 20, 2015
February 24, 2015
April 28, 2015

Recommendation: Resolved that the minutes for the June 17, 2014 Closed Session be released.

Mr. Fruth moved approval of the recommended resolutions regarding Closed Session Minutes as presented. Mr. Foss seconded the motion. Ayes: six.

Trustee Fruth abstained from the vote, as he was not present at this discussion.

7. New Business

a. **Fiscal Year 2014 Audit of Financial Statements**

Daniel A. Berg, CPA and Partner at Sickich LLP made a presentation and answered Trustee questions regarding the Oak Park Public Library Annual Audit of Financial Statements for Fiscal Year 2014.

b. **Draft Budget Documents for Fiscal Year 2016**

Mr. Madigan presented the following overview of the Draft 2016 Budget:

The Draft 2016 Budget comes as part of a five year projected budget.

The Library is within five years of retiring debt incurred for the building of the Main Library (2003) and the major renovation of the Maze Branch (2006), and the Library is collaborating with other Oak Park governments in reducing property taxes.

Levied property taxes for the Library are used for two purposes: (a) operating expenses approved by the Board of Library Trustees, and (b) debt retirement according to the debt schedule negotiated by the Village of Oak Park.

The draft five year budget results in total property taxes for the Library being 7.9% lower for 2020 than they were in 2015, a reduction of \$783,702.

This is accomplished while at the same time increasing the amount of property taxes used for operating expenses by 17.5% between 2015 and 2020, an increase of \$1,202,563.

This draft five-year budget therefore enables the Library to meet the Village-wide goal of lessening the property tax burden (especially noticeable for 2017) while at the same time funding improvements that will continue to provide excellent library services.

Mr. Madigan and Mr. Seleb then reviewed and Trustees discussed specific line items of the Draft 2016 Budget.

Trustees asked that they be provided with talking points for the 2016 Budget.

Mr. Fruth noted that he is very happy with the direction of budgeting for the next several years. Ms. Kelenson agreed but would like an update on the direction of organizational structure. She also noted that the Library's contribution to the Collaboration for Early Childhood has remained flat for a number of years and she believes we are lagging behind other agencies in terms of our contribution to this organization.

c. **Appointment of I-Gov Representatives**

Mr. Baron announced the appointment of Ted Foss and Carmenza Millan as representatives to the I-Gov Group. The next tentative date for a Joint Assembly is October 24.

d. **Schedule Meeting of Board Fundraising Committee**

Ms. Kelenson noted that there had been a discussion about the possibility of a citizen advisory committee to address specific fundraising projects. She would like to re-involve Adam Olson, who has expertise in helping libraries restructure the way they interact with funding sources in the community. Mr. Seleb will meet with Mr. Baron and Ms. Kelenson in August to discuss formulation of such an advisory committee. Scheduling of a formal meeting of the Fundraising Committee of the Board of Trustees was deferred until this process is complete.

8. **Reports**

a. **Executive Director**

Mr. Seleb and Trustees discussed the change in the Oak Park Public Library organization design structure. Mr. Seleb said that the new structure as outlined in his report is the result

of work on a collective vision developed in response to our strategic priorities by the Library Leadership Team over the last year and a half.

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 said that he had placed \$1,494,300.00 with PMA Financial Services for purchase of Certificates of Deposit maturing on March 28, 2016.

In addition to her narrative report, Ms. Landrum highlighted the success of the Summer Library Adventure reading program. The program has been very popular with parents in particular as the missions and challenges required lots of parental support and engagement.

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

c. Library Statistics

Trustees briefly reviewed *Oak Park Public Library Use Statistics, June 2015*.

d. Friends of the Library

The Friends of the Oak Park Public Library are currently focused on the Annual Book Fair to be held August 7 and 8, 2015.

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

Mr. Seleb said that his work on the ILA Public Policy Committee begins this month.

Mr. Fruth reported that in the Illinois General Assembly there is the possibility that the legislature will accept Governor Rauner's proposal to freeze property taxes for municipalities, including home-rule communities.

Mr. Baron reported that the most recent Council of Governments meeting was mostly concerned with agency updates.

Mr. Foss reported briefly on the most recent meeting of the IGov Group. There was discussion of formation of a citizens group to discuss social change as impacted by the current economic situation. School Districts 97 and 200 are both looking at referenda efforts for 2017.

f. **Collaboration for Early Childhood**

Ms. Fox indicated that the next meeting of the Collaboration for Early Childhood would be the following week.

g. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from June 11, 2015 through July 16, 2015* was included in Board packets.

9. **Adjournment**

There being no further business, the meeting was adjourned at 10:08 p.m.