

November 17, 2015

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, November 17, 2015 in the Scoville Room of the Main Library. The meeting was called to order at 7:30 p.m. by President Baron. Since Ms. Kelenson is expected to arrive later in the evening, Mr. Baron asked Vice-President Win Fox to act as Secretary Pro Tem for roll call votes during this meeting.

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

Present: Trustees Baron, Foss, Fox, Fruth, Kelenson (8:50 p.m.), Millan, and Samuels,

Absent: None

Also present: David Seleb, Executive Director; Jim Madigan, Assistant Director for Administrative Services; Cyndee Landrum, Assistant Director for Public Services and Programming; Sharon Comstock; Manager for Library Assessment; Mary Rose Lambke, observer from the League of Women Voters; Lisa Sigel, 612 S. Grove Avenue, Oak Park; Angela Larson, 600 Carpenter Avenue, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – October 20, 2015**

Mr. Fruth moved approval of the minutes of the regular meeting held on Tuesday, October 20, 2015. Ms. Fox seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Seleb and Trustees reviewed upcoming items on the Board Calendar.

Mr. Foss mentioned an interesting study on libraries from the Pew Research Center that notes that 1 out of 4 Americans are negatively impacted by library closings. For the U.S. Hispanic population the ratio of negative impact is 1 out of 2.

Mr. Seleb noted that in July of 2016, the International Hemingway Conference will take place in Oak Park with a week-long series of events. The Hemingway Foundation Board is considering requesting that the Library allow them to host a fundraising event at the Main Library for the Hemingway Foundation on the evening of Saturday, July 23.

Mr. Baron reminded Trustees that the Library is hosting an open house and reception on the third floor of Main Library at 9:30 a.m. on November 18 to thank and recognize State Representative LaShawn Ford for his support. Funding secured through Representative Ford's efforts helped the Library to add more meeting and study spaces on the third floor of Main Library for people to learn and connect.

Mr. Baron commented briefly on a recent breakfast meeting with of the Presidents of the Boards of local governing bodies. He said that he feels that there is increasing connection and rapport between local governing bodies.

4. **Visitor Comments**

After Lisa Sigel, 612 S. Grove Avenue, Oak Park, stated that she had not received the Library's response to her concerns regarding refocusing on print culture and the print collection, Mr. Baron read an email response addressing Ms. Sigel's concerns that had been sent out that day.

Lisa Sigel read a second letter to the Board of Library Trustees and Executive Director of the Library reiterating her request that the Oak Park Public Library expand its print book collection with more shelving and browsing for print books, especially fiction materials. Ms. Sigel does not believe we are focusing enough on print culture, and insisted that the Library should dedicate more of its library materials resources to print materials.

Angela Larson, 600 Carpenter Avenue, Oak Park, also commented. She is a neighbor of Lisa Sigel and they have been discussing Ms. Sigel's concerns for the past few months. Ms. Larson handed out a report on her research into the trends of how the Library has been using resources. She said she would like to see a dialogue between the Library and the community regarding these issues.

Mr. Baron thanked Ms. Sigel and Ms. Larson for their comments.

5. **Financial Reports**

a. **Disbursements for October 2015**

Mr. Fruth moved approval of *Resolution on Disbursements, October 2015*. Ms. Fox seconded the motion.

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

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

b. **Financial Reports**

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

6. **Unfinished Business**

a. **Budget Fiscal Year 2016**

Mr. Madigan reviewed with Trustees the final draft budget version 6. Staff was able to lower this budget by \$9,000, as the insurance quote received this week for workers' compensation and umbrella liability came in lower than estimated. This means that the

Library's overall levy request for 2016 will be an increase over 2015 of 3.99 percent rather than 4.1 percent as in previous budget versions. Total budget for 2016, operating and debt, will actually be reduced by \$191,123 over all.

Mr. Madigan said that taking advantage of debt reduction; we will be able to modify our salary schedule to positively impact our employees, especially entry level positions. The current salary schedule has not had a major adjustment since 2011.

Mr. Seleb said that staff has been unsuccessful in getting any clear guidance from the Village of Oak Park on what to expect, if anything, from TIF distributions in 2016. This item will be budgeted at \$149,500, as it was in 2015.

There was discussion, and Mr. Fruth gave some historical perspective on how the Library was compelled by the lean economic years between 2005 and 2014 to make some hard choices in order to keep the operating budget virtually flat for much of that time. Now, because of the diminishing debt payments for the Main Library building bonds, the Library has the opportunity to readjust the operating budget in order to provide the services and collections that the community wants and needs.

Mr. Fruth then moved approval of 2016 Budget Draft Version 6. Mr. Samuels seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustee Kelenson

Ms. Fox then read and moved approval of *Resolution Setting Forth Financial Requirements for the Oak Park Public Library for the Fiscal Year Beginning January 1, 2016, Ending December 31, 2016.*

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

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

Nays: None

Absent: Library Trustee Kelenson

A copy of *Resolution Setting Forth Financial Requirements for the Oak Park Public Library for the Fiscal Year Beginning January 1, 2016, Ending December 31, 2016* is attached to these minutes as Appendix II.

b. **Policy: Position Grades 2016**

Ms. Millan moved approval of *Position Grades 2016* as presented. Mr. Foss seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustee Kelenson

c. **Policy: Salary Schedule 2016**

Mr. Foss moved approval of *Salary Schedule 2016*. Mr. Samuels seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustee Kelenson

Copies of *Position Grade Schedule 2016* and *Salary Schedule 2016* are attached to these minutes as Appendix III.

7. **New Business**

a. **Institutional Data Policy**

Mr. Seleb introduced Sharon Comstock, Manager for Library Assessment, who discussed and answered Trustee questions regarding a draft *Policy on Institutional Data*. This document will be a key piece to build infrastructure on what information we collect and what we do not. It will also inform the public in what ways we use any data collected and how we protect their privacy.

b. **2016 Strategic Plan**

Mr. Seleb and Trustees reviewed and discussed the *2016 Strategic Plan*. This document stays true to our strategic initiatives and priorities developed by Trustees at their planning retreat on July 11. Trustees will be asked to adopt the Plan next month.

c. **Intergovernmental Agreement re: Parking for Library Employees**

Trustees reviewed a proposed Intergovernmental Agreement between the Village of Oak Park and Oak Park Public Library to provide parking for Library staff in the garage on North Boulevard at a significant discount to the Library. There was discussion and Mr. Baron said that he is in support of this idea as an enhancement of customer service.

Trustees also discussed financial implications and the effect of such an agreement on staff morale. Trustees generally favored the agreement but asked that a stipulation that Library staff park only on the roof of the garage be removed.

d. **Park District RFP for Community Center Feasibility Study**

Mr. Seleb said that the Park District of Oak Park is assembling a Needs Assessment Task Force to explore whether the community would benefit from the construction of a Community Center. They have asked for representatives from each governing body to serve on the Task Force

After discussion, it was agreed that the Library does want to have a representative on this Task Force. Mr. Foss volunteered to represent the Library.

8. **Reports**

a. **Executive Director**

In addition to his narrative report, Mr. Seleb said that Cyndee Landrum will be leaving Oak Park Public Library next month to become the Executive Director at the Public Library in Evansville, Indiana. He said that he believes that with the Library's new organizational model and the talents of our Experience and Initiative Managers, it will not be necessary to fill Ms. Landrum's position at this time.

Mr. Seleb also directed Trustees' attention to a FY 2015 Budget Status report provided by Materials Services Manager, Elizabeth Marszalik. Ms. Fox noted that this report contains the information she was looking for in terms to budget allocations to different library materials formats.

In response to a question from Ms. Kelenson, Mr. Seleb gave an update of progress towards development of a Sister Library relationship with a library in Cuba.

Copies of the Executive Director's narrative report and the **FY 2015 Materials Budget Status** report are attached to these minutes as Appendix IV.

b. **Assistant Directors**

Mr. Madigan and Ms. Landrum had no additions to their narrative reports and Trustees had no questions regarding these reports.

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

c. **Library Statistics**

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

d. **Friends of the Library**

Ms. Kelenson reported on a meeting of the Friends of the Library Executive Board held on Monday, November 17. The Friends discussed their annual membership drive mailing, which is expected to go out by December 1. The Library's request for \$25,000 in funding for specific programming in 2016 was also approved.

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

Mr. Foss reported on a meeting of IGov Group where a Community Data Snapshot document was distributed and discussed.

There were no new reports from Council of Governments, Illinois General Assembly, or ILA Public Policy Committee.

f. **Collaboration for Early Childhood**

Ms. Fox reported on the most recent meeting of the Collaboration for Early Childhood. Ms. Kelenson commented on a Collaboration sponsored presentation by Professor Dana Suskind, author of *Thirty Million Words*, her book on the importance of talking with and reading to children from the moment they are born.

g. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from September 11, 2015 through October 14, 2015* was included in Board packets.

9. **Adjournment**

There being no further business, at 10:07 p.m. Mr. Fruth moved adjournment of the meeting. Mr. Samuels seconded the motion and the meeting was adjourned by acclamation.