

September 15, 2015

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, September 15, 2015 in the meeting room of the Maze 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 (7:42 p.m.), 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; Lori Pulliam, Manager, Customer Services and Branch Services; Elsworth Rockefeller, Manager, Adult and Teen Services; Andy Leinbach, Assistant Manager, Customer Services and Branch Services; Alexandra Skinner, Librarian, Adult and Teen Services; Rachael Bild, Librarian, Adult and Teen Services; Shelley Harris, Librarian, Children's Services; Mary Rose Lambke, observer from the League of Women Voters; Carolyn Newberry Schwartz, Executive Director, Collaboration for Early Childhood; Ann Courter, Board Chair, Collaboration for Early Childhood; Lisa Sigel, 612 S. Grove Avenue, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – August 18, 2015**

Ms. Kelenson moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, August 18, 2015. Ms. Fox seconded the motion. Ayes: all.

b. **Special Meeting – September 8, 2015**

Ms. Millan moved approval of the minutes of the Special Meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, September 8, 2015. Ms. Fox seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Ms. Fox indicated that she has adjusted her schedule so that she will be able to attend the regular meeting on October 20, 2015.

Mr. Foss said he had been interested to see a Comcast ad that referenced public libraries as providers of digital access for all.

4. **Visitor Comments**

Lisa Sigel, 612 S. Grove Avenue, Oak Park, commented that she would like the Oak Park Public Library to recommit to print culture and print books. She is concerned that too many resources are being redirected to other formats. She has found that browsing for books has become difficult and that she has trouble finding what she wants when browsing.

Mr. Baron thanked Ms. Sigel for her remarks. Ms. Kelenson also thanked Ms. Sigel and invited her to a Library event focused on books, "Book Buzz," to be held next Tuesday, September 22 at 7:00 p.m. in the Veterans Room.

a. **Collaboration for Early Childhood Presentation**

Carolyn Newberry Schwartz, Executive Director and Ann Courter, Board Chair of the Collaboration for Early Childhood, made a presentation and answered Library Trustee questions on activities, growth, and accomplishments of the Collaboration for Early Childhood over the past year. Oak Park Public Library was a founding member and key partner of establishing the Collaboration in 2003 to address the need for providing integrated, quality education and care for children age birth to five in our community.

In addition to the oral presentation, a number of written reports were provided by the Collaboration to Library Trustees.

Ms. Newberry Schwartz and Ms. Courter also asked that the Library increase its contribution to the Collaboration from \$1,000 to \$1,200 for fiscal year 2016.

Ms. Fox commented that, as Library Board representative to the Collaboration's Board, she believes it is absolutely important to be a part of this effort and to continue the Library's support with both in-kind contributions and with monetary funding.

5. **Staff Reports**

Adult and Teen Services Librarian Alexandra Skinner reported on this year's One, Book, One Oak Park summer reading selection for adults. This year's title, chosen with input from the community, was "**What We Have Lost Is Nothing**" by Rachel Louise Snyder. This fiction title was chosen from a number of selections with deeper focus on social justice. The Library hosted a number of book discussions using Community Conversation techniques as well as providing book discussion kits for customers who wanted to hold their own discussions outside of the Library. There was also a pop-up book discussion cart that staff could utilize for spontaneous discussions throughout the Library building and in Scoville Park. The program was capped off on Thursday, July 30 with a celebration and video chat interview with Ms. Snyder.

Adult and Teen Services Librarian Rachael Bild gave a PowerPoint presentation on the Teen Summer Volunteer program, which focused on the Library's Strategic Initiatives of learning, engagement, and stewardship. This year's program involved the participation of 78 teens on 10 teams with the assistance and mentorship of 10 staff, 4 departments, 3 community leaders, 10 community partners, and 2 Library and Information Science students for a total of 1,174 volunteer hours from the teens.

Children's Services Librarian Shelley Harris presented on the Children's Services summer program: "Unmask: The First Summer Library Adventure." The superhero theme was a perfect fit to "gamify" the reading challenges and build them into the kids' at-home activities while effectively rebranding the program as a summer library adventure where kids could develop and deepen their own super powers and interests. This allowed us to streamline visits without losing connection time with the kids and to validate their hard work and make them feel part of the library community.

6. **Financial Reports**

a. **Disbursements for August 2015**

Mr. Fruth moved approval of Disbursements for August 2015. Ms. Kelenson seconded the motion.

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

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

b. **Financial Reports**

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

7. **Unfinished Business**

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

Mr. Madigan presented on the Draft 2016 Budget Version 3. This version includes documentation for implementation of adjustments to the Salary Schedule and the Position Grade Schedule for adoption in October.

Ms. Kelenson raised the question of whether the Library should consider raising the percentage of employee paid medical premiums. Mr. Foss indicated that he would also be interested in discussing this issue. It was consensus to add this discussion to the agenda for next month's meeting.

In response to a question from Mr. Baron about the possibility of library staff being allowed free or discounted parking at a Village of Oak Park parking lot in down town Oak Park, Mr. Seleb said that he is still in discussions regarding this with Village Manager Cara Pavlacek.

Mr. Madigan said that it has been the policy of the Library to credit all staff with time and a half for work done on Sundays. This practice is no longer standard within libraries, and we never advertise this in job postings.

The Administration and Leadership Team have discussed this practice and suggest that this policy be changed so that Sunday hours are treated as any other hours of work. This

can be accomplished by deleting section 6 of the Position Classification and Pay policy, and save about \$32,000 per year.

Trustees will be asked to adopt this recommended change at the meeting in October.

Ms. Kelenson reminded Trustees to consider the requested \$200 increase in the Library contribution to the Collaboration for Early Childhood from \$1,000 to \$1,200. It was consensus this should be done and that the money should continue to be directed to the Collaboration's Annual Symposium for caregivers and educators.

In response to Ms. Sigel's comments and the perception of customers of not being able to browse for print materials effectively, Mr. Madigan discussed the new *Hot Picks* collection. These items are cataloged so that they cannot be placed on hold and are more readily available for customers who visit the library.

b. **Strategic Plan Priorities**

Mr. Seleb presented and Trustees discussed a draft of Strategic Plan priorities as developed at the Board retreat in July. Discussion led to the suggestion of adding fundraising as a priority under the Stewardship Strategic Initiative.

c. **Fundraising Priorities**

Trustees discussed the special meeting on September 8 and fundraising priorities resulting from that meeting. Ms. Millan commented that her sense from that meeting is that we should concentrate on the low hanging fruit in terms of fundraising. Mr. Seleb said that staff is currently working on getting letters distributed to a list of trust attorneys.

d. **Proposal for Sister Library in Cuba**

Mr. Seleb reported on and Trustees discussed a committee meeting of interested citizens, staff and Trustees held last week to discuss the proposal for entering into a Sister Library relationship with a library in Cuba. Mr. Foss said that it is important to make the distinction that we are interested in creating a Sister Library relationship rather than a Sister City relationship. It's very important that we make the right choice of a Sister Library in Cuba.

8. **New Business**

a. **Proposed Policy Revision – Library Rules of Behavior**

Mr. Seleb said that staff proposes changing one word in the Library Rules of Behavior to give Children's Services staff more flexibility regarding where the consumption of food and drink is allowed in the Children's Services Department at Main Library.

After a brief discussion, Ms. Kelenson moved approval of the propose change. Ms. Millan seconded the motion. Ayes: all.

9. **Reports**

a. **Executive Director**

In addition to his narrative report, Mr. Seleb said that the contractor is making good progress on the construction of our new meeting spaces. This should be complete by the end of the month with the possibility that the furnishings will arrive early as well.

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 commented on some recent FOIA (Freedom of Information Act) requests.

In addition to her narrative report, Ms. Landrum highlighted for Trustees the program offerings for Humanity 101 this year. Humanity 101 returns to Oak Park in October, focusing on "**Exploring Our Humanity**" and headlining with a powerful exhibition on Jan Karski, a Polish World War II resistance fighter who reported eyewitness accounts of the horrors of the Holocaust and published his best-selling *Story of a Secret State* in 1944. The Library will also feature *The World Knew: Jan Karski's Mission for Humanity*, a 22-panel traveling exhibition about Karski's courageous life and World War II legacy.

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

c. **Library Statistics**

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

d. **Friends of the Library**

Ms. Kelenson reported on a meeting of the Friends of the Library Executive Board held on August 27. The gross receipts from the 2015 Book Fair were \$37,000. There were fewer children's books this year and fewer donations over all. It was suggested that there be regular Facebook posts regarding customers being able to donate books at the library all year around. The 2016 Book Fair will be July 29 and 30.

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

Mr. Seleb said that there had been no Council of Governments meeting since the last meeting of the Board of Library Trustees.

Mr. Foss reported on the most recent meeting of the IGov Group. The group is busy planning for the next joint assembly, tentatively scheduled for January 23, 2016. That assembly's theme will be **Social Consequences of Economic Choices**.

Mr. Seleb reported that the ILA Public Policy Committee continues to discuss the fact that there is no Illinois State government budget and that libraries have not to this point been a part of the expenditures appropriated without a budget. This situation will be quite dire for smaller and less well-funded libraries across the state.

f. **Collaboration for Early Childhood**

Ms. Fox noted that the Collaboration for Early Childhood will meet on Friday, September 18.

g. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from August 14, 2015 through September 10, 2015* was included in Board packets.

In addition, Mr. Seleb announced the resignation of Rory Parilac, Assistant Manager for Children's Services, effective September 25, 2015.

10. **Adjournment**

There being no further business, at 9:50 p.m. Ms. Fox moved for adjournment of the meeting. Mr. Fruth seconded the motion and the meeting was adjourned by acclamation.