

December 15, 2015

Minutes of the regular meeting of the Board of Library Trustees held on Tuesday, December 15, 2015 in the Veterans Room of the Main Library. The meeting was called to order at 6:35 p.m. by President Baron.

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

Present: Library Trustees Baron, Foss, Fox, 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, Lori Pulliam, Manager, Customer and Branch Services; Elsworth Carman, Manager, Adult and Teen Services; Eric Battaglia, Manager, Digital Services; Elizabeth Marszalik, Manager, Materials Services; Jodi Kolo, Manager, Communication Services; Mary Rose Lambke, observer from the League of Women Voters of Oak Park River Forest; and Rita Earle, Office Manager

2. **Dinner and Discussion with the Leadership Team**

Trustees and members of the Leadership Team discussed the Library Strategic Plan framed by the priorities of Stewardship, Learning and, Engagement.

In response to a question from Mr. Foss regarding security from theft of library materials, staff reported that because the Library receives and checks out materials from libraries all over SWAN (System Wide Access Network), and not all of these materials are RFID compatible, Library security gates have been deactivated due to the many false alarms this situation triggers.

Members of the Leadership team think that our loss ratio is within average norms of other comparably sized libraries. They discussed security measures such as art work on audiovisual materials that are applied directly to the medium so that the item itself is destroyed if it is tampered with. Mr. Madigan also noted that a collection of video games that the Library had initiated several years ago was discontinued because of high loss rates. Although there was a desire in the community for these materials, it was decided that such high loss rates constituted a poor investment of library resources. Staff will gather updated loss ratio information and report back to the Trustees.

Ms. Kolo discussed the launch of LibSat: a survey tool developed specifically for libraries that collect continuous customer feedback. The information collected will be analyzed to inform decision-making on library collections, initiatives, and allocation of resources.

Ms. Pulliam discussed a new early literacy children's service where caregivers can sign up to receive texts from Children's Services staff with suggestions for learning activities they can do on their own with their babies, toddlers, and preschoolers. The Collaboration for Early Childhood has provided the Library with a list of education resources and collections to assist with this program.

There was discussion of the new position of Community Resources Manager and job objectives for that position. This position will manage services and liaison with community organizations for vulnerable and/or marginal populations served by the Library. This position will also be responsible for security and for managing staff learning in the area of managing problematic situations.

Ms. Kelenson noted that she is pleased that the new cross organizational staffing model appears to be successful in bringing Branch staff a sense of closer ties to staff at the Main Library and fostering better communication throughout the Library.

There was discussion of the proposal to move Library employee parking from the Library garage to the Village garage. Members of Leadership feel that staff is in favor of the idea provided that the program is administered properly and staff concerns about personal safety are addressed.

3. **Approval of Minutes**

a. **Regular Meeting – November 17, 2015**

Mr. Foss moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, November 17, 2015. Ms. Fox seconded the motion. Ayes: all.

4. **Trustee Comments and Board Calendar**

Ms. Millan said that she would be out of the country in January and February, 2016. Ms. Fox and Mr. Foss indicated that they would also be away in February 2016.

Mr. Seleb noted that the ILA (Illinois Library Association) Annual Trustee Forum on February 13, 2016 needs to be added to the calendar. He also noted that he will be attending the PLA (Public Library Association) Annual Conference April 5 – 9 in Denver, Colorado, and asked Trustees interested in either of these development opportunities to contact him regarding registration.

5. **Visitor Comments**

None

6. **Financial Reports**

a. **Disbursements for November 2015**

Ms. Kelenson moved approval of *Resolution on Disbursements, November 2015*. Mr. Foss seconded the motion.

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

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

b. **Financial Reports**

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

7. **Unfinished Business**

a. **Strategic Action Plan 2016**

Pursuant to the discussion with the Leadership Team earlier in the meeting, Mr. Seleb requested that Trustees now adopt the *Oak Park Public Library Strategic Action Plan 2016*.

Mr. Foss moved approval of *Oak Park Public Library Strategic Action Plan 2016*. Mr. Fruth seconded the motion. Ayes: all.

b. **Institutional Data Policy**

Mr. Seleb said that the draft document *Oak Park Public Library Policy on Institutional Data* had been introduced and discussed last month by Library Assessment Manager, Sharon Comstock. Staff now recommends adoption of the new policy.

Mr. Foss moved adoption of *Oak Park Public Library Policy on Institutional Data*. Ms. Millan seconded the motion. Ayes: five. Ms. Kelenson said that she would abstain as she had not been present for the discussion last month.

A copy of the draft *Oak Park Public Library Policy on Institutional Data* is attached to these minutes as Appendix II.

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

Mr. Seleb said that Village Manager Cara Pavlicek is working on a new draft of the Intergovernmental Agreement regarding parking for Library employees with changes requested by Library Trustees.

8. **New Business**

a. **2016 Schedule of Library Board Meetings**

After discussion of Ms. Kelenson's request to change the date of the regular monthly Board of Library Trustees meeting, Mr. Fruth moved the following:

That the Board of Library Trustees adopt a schedule of regular monthly meetings on the 4th Tuesday of each month at 7:30 p.m. with the exception that the June and December meetings would start at 6:30 p.m. to allow time for dinner and discussion with the Library Leadership Team.

Mr. Foss seconded the motion. Ayes: all.

Since three Trustees will be unavailable for a meeting in February 2016, it was Board consensus to cancel that meeting.

9. **Reports**

a. **Executive Director**

Mr. Seleb said that he had nothing to add to his narrative report distributed in Board packets.

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

b. Assistant Directors

In response to a question from Ms. Millan about promotion and diversity of a recent girls coding program, Ms. Landrum said that this program was a pilot program that we hope to build on and expand to teach coding and other STEM skills to a larger and more diverse population of girls.

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

c. Library Statistics

Trustees reviewed and discussed *Oak Park Public Library Use Statistics, November 2015*.

d. Friends of the Library

The Friends of the Library Executive Board had not met since the last Library Board meeting and there was no report.

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

Mr. Foss reported on the most recent meeting of the IGov Group and the Park District of Oak Park Community Center Feasibility Task Force. The Task Force received four responses to the Request for Proposal and will interview the three firms whose proposals are considered viable. The Task Force expects that the feasibility study will be completed for presentation to the Park District Board by June 2016.

There was extended discussion, and Ms. Kelenson expressed concern that the Park District is pulling much of their programming out of the Dole Building without really explaining why. She has concerns regarding the need for this needs assessment.

Mr. Seleb and Mr. Baron reported on the most recent meeting of the Council of Governments, which mostly centered on agency updates, the Oak Park River Forest High School pool facility proposal, and the Park District's needs assessment study for a community center.

f. Collaboration for Early Childhood

Ms. Fox said there was no report.

g. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from November 12, 2015 through December 10, 2015* was included in Board packets.

Mr. Madigan said that he wanted to recognize the thirty-three years of dedicated service of long time Library employee, Frances Whiteside, who retired on November 27, 2015.

10. **Adjournment**

There being no further business, the meeting was adjourned by acclamation at 9:16 p.m.