

October 20, 2015

Minutes of the regular meeting of the Board of Library Trustees held on Tuesday, October 20, 2015 in the Scoville Room of the Main 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; Cyndee Landrum, Assistant Director for Public Services and Programming; Jim Madigan, Assistant Director for Administration and Finance; Lisa Sigel, 612 S. Grove Avenue, Oak Park, and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – September 15, 2015**

Mr. Fruth moved approval of the minutes of the regular meeting held on Tuesday, September 15, 2015. Ms. Fox seconded the motion.

Mr. Foss asked that on page 5, the paragraph regarding his report on the IGov Group be amended to state that the tentative date for the next Joint Assembly is January 23, 2016. Also, the title of that meeting is **Social Implications of Economic Choices** rather than **Social Implications to Economic Choices**.

President Baron asked for a vote of approval of the minutes as amended. Ayes: all.

3. **Trustee Comments and Board Calendar**

Ms. Kelenson commented that she has joined a discussion group, Daughters of Abraham, and that their regular meeting date conflicts with the regular meeting date of the Board of Library Trustees, being the third Tuesday of every month. She asked that the November meeting be rescheduled and that the Board of Library Trustees consider changing its regular meeting date to a different day of the month. After discussion, it was consensus that the November and December 2015 meeting dates would remain unchanged, but that Trustees would consider accommodating Ms. Kelenson's request for permanent change to the Trustees' regular monthly meeting date.

Ms. Fox asked if Trustees could have a report breaking out funds expended on Adult print materials by category, fiction, non-fiction, etc. Staff responded that such a report could be obtained through the Library's materials acquisition module.

Mr. Samuels said that he would leave tonight's meeting at 9:00 p.m.

4. **Visitor Comments**

Lisa Sigel, 612 S. Grove Avenue, Oak Park, read out a letter to the Board of Library Trustees and Executive Director of the Oak Park Public Library requesting that the Library recommit to adult print materials. She cited budget statistics that indicate to her that the Library has reduced its spending on adult print materials significantly over the past several years. Trustees briefly discussed the issue with Ms. Sigel and thanked her for her comments.

5. **Financial Reports**

a. **Disbursements for September 2015**

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

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

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

b. **September 2015 Financial Reports**

Trustees reviewed and discussed bank balances and the Statement of Income and Expense for September, 2015. Mr. Seleb noted that almost all expenditures for the new study rooms have been disbursed.

6. **Unfinished Business**

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

Mr. Madigan reviewed and answered Trustee questions regarding the Draft Budget for Fiscal Year 2016. He noted that on the revenue side, general ledger lines that have unpredictable income from year to year, such as Miscellaneous Income and Gifts, have been zeroed out. Also, staff has zeroed out the general ledger line for the Per Capita Grant, as the State of Illinois still does not have a budget that includes this funding. Staff believes this is a more realistic revenue budget that does not make guesses about unknown income items.

Because of the reduction of library debt over time, the Library's overall tax levy for 2016 will still decrease, but not by as much as in previous budget drafts. Property taxes for operating will increase by 4.1%, but the overall levy for 2016 will be reduced by about \$200,000 over 2015. Trustees will be asked to take action on the 2016 Budget and Levy and their November meeting.

7. **New Business**

a. **Position Classification and Pay Policy – Proposed Revision**

Mr. Madigan said 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.

Staff recommends that the Board of Library Trustees approve this change, to be effective January 1, 2016.

Mr. Fruth moved approval of the revision to the policy *Position Classification and Pay*. Ms. Millan seconded the motion. Ayes: all.

b. **Illinois Per Capita Grant FY 2016 Requirements**

- i. *Serving Our Public 3.0: Standards for Illinois Public Libraries*
Chapter 5, Technology

As part of the requirements for the 2016 Per Capita Grant Application, Trustees reviewed *Serving Our Public 3.0: Standards for Illinois Public Libraries*; Chapter 5, Technology. Oak Park Public Library is in compliance with these standards.

Mr. Seleb noted that although staff has not included an amount for revenue from the 2016 Per Capita Grant in the budget draft, we are still completing the application in the hope that the impasse in the State budget will be resolved.

8. **Reports**

a. **Executive Director**

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

b. **Assistant Directors**

Ms. Millan commented that she felt privileged to be part of Dr. Neal Lester's Humanity 101 program, "Privilege: Separate as the Fingers, Yet One as the Hand" on October 9, and was happy that other community agencies were invited to participate.

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

c. **Library Statistics**

Trustees reviewed Oak Park Public Library Use Statistics for September 2015.

d. **Friends of the Library**

Mr. Seleb said that the Friends of the Oak Park Public Library Executive Board had met on October 19. Mr. Seleb presented to them a formal proposal for \$25,000 in funding from the Friends for 2016.

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

Mr. Seleb reported briefly on the most recent meeting of the Council of Governments.

Mr. Fruth reported on the Illinois General Assembly and the status of Governor Rauner's property tax freeze proposal.

Ms. Millan submitted a narrative summary of the meeting of the IGov Group held on September 16, 2015 for inclusion in the Board packet.

f. **Collaboration for Early Childhood**

Ms. Fox reported on the Collaboration for Early Childhood Council meeting held on September 18, 2015.

9. **Adjournment**

There being no further business, at 9:02 p.m. Ms. Kelenson moved for adjournment of the meeting. Mr. Foss seconded the motion and the meeting was adjourned by acclamation.