

July 26, 2016

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, July 26, 2016 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, and Samuels

Absent: Library Trustees Kelenson and Millan

Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Eric Battaglia, Experiences and Initiatives Manager, Digital Services; Elizabeth Marszalik, Experiences and Initiatives Manager, Materials Services; Rory O'Neill, Facilities Manager; Lori Pulliam, Experiences and Initiatives Manager, Customer and Branch Services; Eric Penney and Rocco Castellano, Nagle Hartray Architecture; Charlie Saville, WMA Consulting Engineers; Maria Meachum, 1155 S. Home Avenue, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – June 21, 2016**

Mr. Fruth moved approval of the minutes of the regular meeting of the Board of Library Trustees held on June 21, 2016. Ms. Fox seconded the motion. Ayes: all.

b. **Special Meeting – July 9, 2016**

Ms. Fox moved approval of the minutes of the Special Meeting of the Board of Library Trustees held on July 9, 2016. Mr. Fruth seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Baron noted that although the budget line for Trustee Development is over budget he would like Mr. Foss to be reimbursed for his expenses for the IFLA (International Federation of Library Associations) Annual Conference. Mr. Seleb noted that he will also attend this conference and that there is room in the overall budget to accommodate IFLA expenses for Mr. Foss. It was consensus that increasing the Board Development budget line for 2017 should be discussed during the budget process.

Mr. Baron noted that the final event and wrap up panel for One Book One Oak Park will be on Thursday, July 28 and that he plans to attend.

Trustees reviewed the Board Calendar for the coming months.

4. **Visitor Comments and Presentations**

a. **Eric D. Penney, Principal and C. Rocco Castellano, Associate Principal, Nagle Hartray Architecture (Capital Assets Study)**

Eric Penney and Rocco Castellano presented on the Capital Assets Study prepared by Nagle Hartray Architecture in consultation with Library staff and the expertise of several

building system consultants for the Oak Park Public Library Main and Maze Branch Library facilities.

This study is an assessment of the physical condition of the buildings, grounds, and mechanical systems of each building with estimates for replacement and maintenance of these systems over the next 5, 10, 15, and 20 years. The study is designed to facilitate long term budget planning for capital maintenance of both buildings.

Although not required, suggestions are also included regarding sustainability and retro fitting initiatives to achieve LEED Existing Building Certification.

Although the scope of the study is 20 years, Nagle Hartray Architecture recommends that the study be reviewed and updated at least every 10 years.

5. **Financial Reports**

a. **Disbursements for June, 2016**

Mr. Fruth moved approval of *Resolution on Disbursements, June 2016*. Mr. Foss seconded the motion. Ayes: all.

A copy of *Resolution on Disbursements, June 2016* is attached to these minutes as Appendix I.

b. **Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expense for June 2016. Mr. Baron noted that he felt Mr. Madigan's mid-year narrative report was very helpful.

6. **Unfinished Business**

a. **Intergovernmental Agreement and Bill of Sale: Multicultural Center Collection**

Mr. Samuels moved adoption of *Intergovernmental Agreement Setting Forth Terms and Conditions of Transfer of Certain Personal Property of Oak Park Public Library*. Ms. Fox seconded the motion.

Mr. Seleb reported on the process and review of the Agreement by both School District and Library staff and attorneys. The actual sale price is \$10 rather \$300,000, as reported in the *Wednesday Journal*.

A roll call for adoption of the Agreement was taken as follows:

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

Nays: None

Absent: Library Trustees Kelenson and Millan

A copy of *Intergovernmental Agreement Setting Forth Terms and Conditions of Transfer of Certain Personal Property of Oak Park Public Library* is attached to these minutes as Appendix II.

7. **New Business**

a. **Resolution: Rate of Prevailing Wages**

Mr. Madigan explained that even though no new numbers on the prevailing wage have been released for 2016, we are still required to reaffirm the current prevailing wage ordinance. If new numbers come out soon, the Board of Trustees may have to revisit this to adopt the new prevailing wage ordinance.

Mr. Fruth moved that the Board of Library Trustees of the Oak Park Public Library re-affirms its adoption of the June 2015 Prevailing Wage resolution as was adopted by the Board at its June 16, 2015 meeting. Mr. Samuels seconded the motion and a roll call vote was taken as follows:

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

Nays: None

Absent: Library Trustees Kelenson and Millan

b. **Diversity Statement**

Mr. Madigan said that the Board of Library Trustees adopted a Diversity Statement in 2008. Rob Simmons has reviewed our statement and says that it is actually much more in depth and comprehensive than a Statement of Diversity which is being distributed to community organizations and agencies for endorsement. The Library statement is based on one adopted by the Village of Oak Park in 1973.

Ms. Pulliam suggested that something about homeless status should be added. Mr. Samuels wondered if the word "citizens" as used in the statement should be broadened to "people," or "persons" to be more inclusive.

There was discussion and it was agreed that Oak Park Public Library would reaffirm the Library's current Diversity Statement.

Ms. Fox moved that the Board of Library Trustees re-affirm the Oak Park Public Library Diversity Statement as adopted in 2008. Mr. Samuels seconded the re-affirmation. Ayes: all.

Staff will work on revising the statement as discussed and will bring a revised statement to the Board of Library Trustees for their consideration.

8. **Reports**

a. **Executive Director – Library Effectiveness**

Mr. Seleb highlighted staff comments in his report regarding their experiences at this year's American Library Association Annual Conference and reported that managers completed all year-end performance reviews for 2015 in February of 2016.

Mr. Seleb also discussed comments in his report regarding collection loss assessment and prevention and the barriers (money and time) to conducting a complete inventory of the collection in order to assess collection loss.

Mr. Seleb has been talking with Sue Quinn, the Director of the River Forest Public Library, about a networking and learning opportunity for the two Boards of Library Trustees. They have been in contact with Kristen Carlson Vogen of the Oak Park and River Forest Community Foundation to identify a professional qualified to present on library budgets and financial statements.

Staff from Sikich, LLC will present the 2015 Audit Reports at the regular meeting in August.

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

Mr. Foss said that he believes it would be good for the Board to do a self-evaluation. Other Trustees agreed and also said that this had been done in the past. Mr. Seleb will provide Trustees with the current Trustee Self-Evaluation tool.

Mr. Fruth said that since the presentation on behalf of the I-Gov Group by District 97 Board President James Gates regarding the I-Gov Group newsletter insert for the Village's FYI in June, the Board of Library Trustees should consider formal action to authorize the expense. Trustees had previously taken formal action to deny this request.

b. **Deputy Director**

Mr. Madigan shared a report from the Oak Park Township Youth Interventionist Team with Trustees.

He also reported that the newly reconstituted Art Committee had its initial meeting two weeks ago and will meet again next week. The Committee members in addition to Mr. Madigan are community members Tim Lennon and George Bailey, Library Trustees Janet Kelenson and Ted Foss, and Library staff member Kelly Knowles. Julie Carpenter, President of Oak Park Art League, is also interested and has come for a tour. At the first meeting the committee reviewed and discussed current pieces in the collection, particularly those with issues.

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

c. **Managers – Library Experiences and Initiatives**

A copy of the *Library Experiences and Initiatives Report – June 2016* is attached to these minutes as Appendix V.

d. **Library Statistics**

Trustees reviewed Oak Park Public Library Use Statistics, June 2016.

e. **Friends of the Library**

Mr. Seleb reminded Trustees that the Book Fair is scheduled for July 29 and 30. Non-profits will be allowed in on Sunday, July 31 to take whatever they like from unsold materials.

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

Mr. Seleb said that the Council of Governments will next meet in August. The IGov Group newsletter insert will go in the August edition of FYI, and the IGov Joint Assembly is scheduled for Saturday, October 22.

Mr. Fruth said he had nothing to report from the Illinois General Assembly.

g. **Collaboration for Early Childhood**

Ms. Fox said she had no report.

h. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment, Reported from June 17, 2016 through July 21, 2016* was included in Board packets.

9. **Adjournment**

There being no further business, at 9:18 p.m. Mr. Fruth moved adjournment of the meeting. Ms. Fox seconded the motion and the meeting was adjourned by acclamation.