

October 25, 2016

Minutes of the regular meeting of the Board of Library Trustee of the Village of Oak Park held on Tuesday, October 25, 2016 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 and Millan

Absent: Library Trustee Samuels

Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Eric Battaglia, Experiences and Initiatives Manager, Digital Services; Jodi Kolo, Communications Manager; Elizabeth Marszalik, Experiences and Initiatives Manager, Materials Services; Lori Pulliam, Experiences and Initiatives Manager, Public Services; Rachael Bild, Librarian, Adult and Teen Services; Kathleen Spale, Assistant Manager, Materials Services; Sharon Grimm, Staff Learning Coordinator; Maria Meachum, 1155 Home Avenue, Oak Park; Adam Olson, Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting - September 27, 2016**

Ms. Kelenson moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, September 27, 2016. Mr. Fruth seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Trustees reviewed the Board Calendar of upcoming events and meetings.

Mr. Foss reminded Trustees to think about Ms. Millan's question from the September 27 meeting regarding what we hope to learn and what benefits will be realized by both sides in Oak Park Public Library's initiative for partnering with a Cuban library

4 **Visitor Comments and Staff Reports**

Ms. Meachum noted that she had some initial concerns about the proposal for Oak Park Public Library to go fine free. She said she has been talking to folks at other libraries with fine free policies who say that there are just as many conversations about fines, but the conversations are different. She suggested that if Oak Park Public Library truly does not need fines as operating revenue, fines collected for overdue materials from other libraries and from non-Oak Park customers be given to Talking Book program at Reaching Across Illinois Library System (RAILS), as this program currently has no other funding.

**Teen Entrepreneur Academy Report**

Rachael Bild, Teen Services Librarian reported on and answered Trustee questions regarding this summer's Teen Entrepreneur Academy program. She noted how proud of the kids she is and of

the staff and local business mentors who were involved in this project. The first place winner is now at Howard University and continuing to work on his T-shirt business. Before joining our program he had actually been mentored by a library when he made his first t-shirts.

In response to a question from Ms. Kelenson, Ms. Bild said that staff is still in touch with some of our mentees, and one is currently helping to plan a gaming program.

5. **Financial Reports**

a. **Disbursements for September 2016**

Mr. Fruth moved approval of disbursements for September 2016. Ms. Kelenson seconded the motion.

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

A copy of *Resolution on Disbursements, September 2016* 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 September 2016.

6. **Unfinished Business**

a. **Fiscal Year 2017 Budget - Third Draft**

Mr. Madigan reviewed the fiscal year 2017 Budget version three and an accompanying budget memorandum. This is a balanced budget and the expected tax on the average household is projected to decrease from \$445.09 related to the 2016 budget to \$400.38 related to the 2017 budget.

Provisions for personnel expenses include a 2% across the Board raise for all staff and a Librarian position for the new Multi-Cultural Collection; raises our entry level pay rate from \$10.00 to \$10.50 per hour to be competitive with the City of Chicago; raises the Librarian range to meet the new salary standard for FLSA (Fair Labor Standards Act) exempt status to \$47,486; and the hiring of a Human Resources Manager in the second half of 2017.

Based on conversations with our broker, employee health insurance premiums will decrease slightly and the employer paid portion of IMRF (Illinois Municipal Retirement Fund) pension rate has also gone down for 2017.

In response to a question from Ms. Kelenson as to why the maximum for some salary grades went down, Mr. Madigan said following a recommendation from the Management Association the percentage spread between the mid-point and top of these ranges has been reduced from 25% to 20%.

Mr. Madigan also discussed capital expenditures to be expended from the Library's Fund Balance. The Fund Balance is over the rate targeted in Library policy, so we plan to complete some of the items from the capital assets study. He discussed some of the

projects being planned for Main Library and Maze Branch Library. The largest of these will be an upgrade to the Automated Materials Handling system.

Trustees will be asked to adopt the final fiscal year 2017 Budget at their meeting on November 15.

b. **Salary and Wage Schedule 2017 - Draft**

Mr. Madigan reviewed with Trustees the proposed Salary and Wage Schedule 2017. As well as addressing the new salary standard of the FLSA, we want to have our beginning ranges competitive with other peer libraries. Last year we increased the grades on the lower end of the salary schedule, this year we are addressing the ranges on the top of the scale. Trustees will be asked to approve the new Salary and Wage Schedule 2017 at their meeting on November 15. The new rates will be effective December 1, 2016 to comply with the deadline for implementation of the new FLSA salary standards.

c. **Fine Free Proposal**

Mr. Seleb reviewed a memorandum with information requested by Trustees regarding the proposal that Oak Park Public Library go fine free for Oak Park borrowers borrowing Oak Park materials.

Ms. Fox said that she has no problem with going fine free for children but believes that fines should still be charged for adults.

Mr. Seleb said that charging overdue fines for materials has been a mental model for so long that it is ingrained in us. We are trying to overcome this attitude because staff believes it is a barrier to access. In addition, this is an opportune time for this philosophical change. The retirement of library debt will allow the library to absorb the decrease in this revenue line without negative impact on collections or services.

In response to a question from Ms. Kelenson, Mr. Seleb said that other libraries do have different limits on the number of items that a patron can check out and that we can certainly look at lowering our limits if it becomes necessary. Also, 42 days after the customer's final due date has passed, the customer will be billed for the item and their account locked until they either return or pay for the item.

After extended discussion, it was Board consensus to move forward with the fine-free policy proposal.

7. **New Business**

a. **Travel Expense Reimbursement Policy**

Mr. Seleb said that language of recent legislation passed by the Illinois State Legislature "Local Government Travel Expense Control Act" and a new Policy to comply with the Act drafted by the library's attorney was included in Board packets.

The new law provides that Trustees set a maximum daily expense for staff travel, meal and lodging expenses for conferences and workshops. Anything over the set amount would need to be approved in advance by a roll call vote of the Board of Library Trustees.

Mr. Seleb noted that staff estimates that for Oak Park Public Library the average for these expenses is about \$500 per day.

There was discussion and it was Board consensus to set at this limit \$500 per day and revisit if needed. The new policy will be presented for adoption next month.

b. **Strategic Plan 2017 - Draft**

Mr. Seleb asked for impressions and comments on the draft Strategic Plan for 2017. This draft is informed by the Board strategic planning session and discussions with the Library Leadership Team.

There was discussion, and in response to a question from Ms. Millan, Mr. Seleb said that we are revising our mission and vision to align with our new strategic initiatives that have come from our use of the Harwood method for community engagement.

Trustees will be asked to adopt the Strategic Plan 2017 document next month.

8. **Reports**

a. **Executive Director - Library Effectiveness**

In addition to his narrative report, Mr. Seleb reminded Trustees that the Barbara Ballinger lecture is scheduled for Friday, October 28 and hoped that some of them would be able to attend.

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

b. **Deputy Director - Library Capacity and Infrastructure**

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

c. **Library Statistics**

The report *Oak Park Public Library Use Statistics, September 2016* was included in Board packets.

d. **Managers - Library Experiences and Initiatives**

A copy of the Experiences and Initiatives report is attached to these minutes as Appendix IV.

e. **Friends of the Library**

Mr. Seleb reported on the Friends of the Library Executive Board meeting held on Monday October 17. Mr. Seleb presented the Library's request for Friends of the Library funding for 2017. The bulk of the meeting was spent on discussing a revision to the Friends of the Library membership brochure.

Mr. Foss noted that there would be an Art Committee meeting on Monday, October 31.

- f. **Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly, ILA Public Policy Committee)**  
There were no reports.
- g. **Collaboration for Early Childhood**  
There was no report.
- h. **Employment and Separation from Employment**  
The report *Oak Park Public Library Employment and Separation from Employment Reported From September 23, 2016 through October 20, 2016* was included in Board packets.

10 **Adjournment**

There being no further business, at 8:53 p.m. Ms. Millan moved for adjournment of the meeting. Ms. Fox seconded the motion and the meeting was adjourned by acclamation.