

OAK PARK PUBLIC LIBRARY  
834 LAKE STREET  
OAK PARK, ILLINOIS

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
VIA ZOOM AND IN PERSON  
APRIL 25, 2023, 6:30 P.M.**

**BOARD MEMBERS:**

Matthew Fruth	President
Theodore Foss	Vice-President
Madhurima Chakraborty	Secretary
Virginia Bloom	Finance Officer
Kristina Rogers	Board Liaison
Maya L. Ganguly	Trustee
Susanne Fairfax	Trustee

**GUESTS:**

Joslyn Bowing Dixon	Executive Director
Marcin Terlik	Manager of Technology

Minutes prepared by Robert DiBartolomeo of Minutes Solutions Inc. from a video recording.

**1. INSTALLATION OF NEWLY ELECTED TRUSTEES/OATHS OF OFFICE**

Matthew Fruth welcomed the newly appointed trustees.

**2. CALL TO ORDER**

The meeting was called to order at 6:35 p.m.

**3. APPROVAL OF THE MINUTES**

**On a motion made by Madhurima Chakraborty, seconded by Matthew Fruth, it was resolved to approve the minutes of the March 28, 2023, Board of Library Trustees meeting. Two trustees abstained. Motion carried.**

**4. PUBLIC COMMENTS**

Rory O'Neil asked about Alpha Building Services invoices and work he believes was not completed. O'Neil also asked for additional time to speak if there are technical difficulties recording the meeting.

Matthew Fruth read a public comment delivered via e-mail from Peggy Conlin Madigan inquiring about a trustee's obligations to reply to questions e-mailed to them.

**5. TRUSTEE COMMENTS AND CALENDAR**

- a. **Creative Studio Ribbon Cutting:** Matthew Fruth confirmed that the ribbon cutting is scheduled for April 27, 2023, from 4:30 to 5:00 p.m. on the third floor of the main library.
- b. **A Day in Our Village:** Matthew Fruth reported that A Day in Our Village is scheduled for June 4, 2023, from 11:00 a.m. to 4:00 p.m. at Scoville Park.
- c. **Oak Park Elected Officials Brunch:** Matthew Fruth reported that the brunch is scheduled for June 4, 2023, from 9:30 to 10:30 a.m. at the main library.
- d. **Oak Park Parades:** Matthew Fruth reported that the Juneteenth parade is scheduled for June 18, 2023, and the Independence Day parade is scheduled for July 4, 2023.
- e. **Board Retreat:** Matthew Fruth reported that a Board retreat is being planned to discuss strategic planning. Potential dates will be presented to the Board soon.

## 6. **EXECUTIVE DIRECTOR REPORT**

Joslyn Bowing Dixon reviewed the executive director report and social services and public safety report included in the meeting package.

It was clarified that the line “4 patrons received homelessness” in the social services and public safety report refers to four patrons who were connected to assistance services and received shelter. Individuals who receive multiple services are not duplicated in the statistics. The primary service the individual receives is the one that reports the individual in their numbers.

Matthew Fruth reported that he has offered the Oak Park Library as the venue for the signing of the state bill related to book banning and future state funding.

Joslyn Bowing Dixon reported that the Ramadan display has been installed in the Idea Box.

A drag story time event was hosted on March 18, 2023.

Joslyn Bowing Dixon reported that 12 library staff attended the Joint Libraries of Color Conference.

Joslyn Bowing Dixon reported that the meeting rooms are being used more by non-profit organizations.

A full-time environmental programming specialist was hired.

## 7. **STAFF REPORTS**

- a. **Strategic Priorities Report:** Marcin Terlik reviewed the strategic priorities report, highlighting the following:
  - Technology was introduced to identify from which floor a 911 call is made within the library to assist with accelerating emergency responder arrival time.
  - New computers were installed on the second floor to keep library technology as updated as possible.
  - A campaign has been introduced to staff to combat phishing e-mails.
- b. **Library Core Use Statistics:** The core use statistics were included in the meeting package.

c. **Additions and Terminations Report:** The additions and terminations report was included in the meeting package.

d. **Staff Changes Report:** The staff changes report was included in the meeting package.

8. **FINANCIAL REPORT SUMMARY**

a. **March 2023 Financial Reports:** The Board reviewed the unaudited financial statements for the period ending March 31, 2023.

b. **March 2023 Resolutions on Disbursements:**

**Motion to approve made by Kristina Rogers, seconded by Virginia Bloom. All vote: yes.**

9. **ADDITIONAL REPORTS**

a. **Intergovernmental Committee:** Susanne Fairfax reported that the Committee will be hosting a session regarding social media and its use by elected officials.

b. **Council of Governments:** There was no report since the group did not meet.

c. **PlanIt Green:** Theodore Foss reported that the library can be used as a conduit to share information to help individuals learn about available opportunities.

d. **Friends of the Oak Park Public Library:** Joslyn Bowing Dixon reported Friends of the Oak Park Public library will begin collecting donated items to sell at this year's book fair at the Main Library only beginning on June 1, 2023.

10. **UNFINISHED BUSINESS**

a. **Closed Meeting Minutes:** There were no closed meeting minutes to review.

b. **Holidays and Scheduled Building Closing Policy:** The Board reviewed staff comments regarding holiday closures included in the meeting package and asked for a staff survey to get more quantifiable data on the topic. Virginia Bloom suggested revisiting this topic as part of the strategic planning session.

c. **Review of Public Comment Policy:** Matthew Fruth said that state law dictates public comment.

Madhurima Chakraborty proposed that the Board develop a way to further acknowledge public comments when they occur.

Virginia Bloom noted that there is a policy stating that the Board will not respond to public comment immediately and suggested reading that at future meetings.

d. **Legislation for Childcare Stipend:** There were no updates to report.

11. **NEW BUSINESS**

a. **Nominating Committee:** Matthew Fruth said a Trustee Nominating Committee should form and meet in May, 2023, to put forth a recommendation for officers that will include Board President, Vice President, Secretary, and Finance Officer. Madhurima Chakraborty agreed to chair the committee.

b. **Creative Studio Policy:**

**On a motion duly made, it was resolved to approve the Creative Studio policy as amended. Motion carried.**

Trustees reviewed the new creative studio policy.

Virginia Bloom suggested reviewing the creative studio policy again within six months to allow for enough time to collect data regarding its implementation.

c. **A Library for Everyone:**

**On a motion duly made, it was resolved to approve the A Library for Everyone document as amended. Motion carried.**

d. **Photography and Video Policy:**

**On a motion duly made, it was resolved to approve the photography and video policy as amended. Motion carried.**

e. **Borrowing of Library Items Policy:**

**On a motion duly made, it was resolved to approve the borrowing of library items policy as amended. Motion carried.**

**f. Interlibrary Loans Policy:**

**On a motion duly made, it was resolved to approve the interlibrary loans policy as amended. Motion carried.**

**g. Reciprocal Borrowing Policy:**

**On a motion duly made, it was resolved to approve the reciprocal borrowing policy as amended. Motion carried.**

**h. Resolution to Approve Distribution from the Oak Park Public Library Capital Endowment Fund:**

**On a motion duly made, with a unanimous vote in favor, it was resolved to approve the Resolution to approve distribution from the Oak Park Public Library Capital Endowment Fund.**

**THEREFORE, BE IT RESOLVED, that the Oak Park Public Library, by majority vote of the Board of Library Trustees at the April 25, 2023, Board meeting, approve and request additional distribution of funds from the Oak Park Public Library Capital Fund, advised by the Oak Park-River Forest Community Foundation (OPRFCF), to procure an electric-powered book bike, including shipping and incidentals needed to place the vehicle into full operation, with costs not to exceed \$7,000.**

**RESOLVED FURTHER, that once this resolution is adopted by the Board of Library Trustees, the library administration may proceed with the procurement of the electric-powered book bike with confirmation of distribution from the OPRFCF, and once costs are finalized the library administration will submit total costs to the OPRFCF for prompt distribution of funds. Motion carried.**

**12. ADJOURNMENT**

**On a motion duly made, it was agreed that there being no further business to discuss, the meeting be adjourned at 9:19 p.m.**