

OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room
Tuesday, December 19, 2023 – 6:30pm
Meeting to be held in person and via Zoom ([click here for Zoom link](#))

AGENDA

1. Call to Order and Roll Call

2. Approval of Minutes

October 17, 2023 Regular Meeting

(Action)

3. Public Comments

Please read the "[Public Comment at Board Meetings Policy](#)." Public comments may be provided in one of the following ways:

- In person at a board meeting;
- As an email to the Library Executive Director Joslyn Bowling Dixon (joslynd@oppl.org) and to the Library Board President Matthew Fruth (m.fruth@oppl.org) sent by 4:30 pm on the date of the meeting;
- As a submission through [this Public Comment Form](#) sent by 4:30 pm on the date of the meeting.

4. New Business

a. Policies

I. Personal Leave Policy

(Action)

II. Holidays Policy - Floating Holiday

(Action)

III. EV Charging Policy

(Action)

5. Closed Session

(Discussion)

Closed Session 5 ILCS 120/c 1 to discuss matters of employment, performance, retention and compensation of specific library employees; real property; or litigation.

Minutes for October 17, 2023 Regular Board Meeting

1. Call to Order and Roll

President Matthew Fruth called the meeting to order at 6:30pm. Secretary Susanne Fairfax took roll.

Present: Matthew Fruth, Susanne Fairfax, Kristina Rogers, Virginia Bloom, Theodore Foss, Maya Ganguly.

Absent: Madhurima Chakraborty.

Also attending: Joslyn Bowling Dixon, Executive Director, Lori Pulliam, Deputy Director, Billy Treece, Director of Finance and Human Resources, Jodi Kolo, Director of Communications, Stephen Jackson, Director of Equity and Anti-Racism, Matt Bartodziej, Director of Facilities, Leigh Tarullo, Director of Collections, Marcin Terlik, Director of Technology, Camayia Dantzer, Executive Assistant.

Public commenters: Suzen Riley.

2. Review and Approval of September 26, 2023 Regular Meeting Minutes

Foss motioned to approve. Bloom seconded. Approved by all trustees.

3. Public Comments

Suzen Riley praised the library for the many resources that are available and the impact it has made to her and the community.

4. Trustee Comments and Calendar

Foss stated he will be attending the ILA conference in Springfield for the Trustee Day portion of the conference.

5. Executive Directors Report

Bowling Dixon gave a highlight on the training that the Leadership Team had with LifeLabs in September.

6. Staff Reports

a. Strategic Priorities Report

b. Library Core Use Statistics

c. Additions and Terminations Report

Bowling Dixon highlighted Jim Boguslawki, who did 27 years of service to the library.

d. Staff Changes Report

7. Financial Reports

a. September 2023 Financial Reports

The board reviewed the financial statements dated September 30, 2023.

b. Resolution of Disbursements

Fairfax motioned to approve. Ganguly seconded. Approved by all trustees.

8. Additional Reports

a. Intergovernmental Committee (IGOV): Fairfax attended and reported on the election of the representative from District 97 and the planning of an event centered around mental health.

b. Council of Governments (CoG): Did not meet.

c. PlanIt Green: Did not meet.

d. Friends of the Oak Park Public Library: Did not meet.

9. Unfinished business

a. **2024 Budget Draft 3:** Bloom motioned to approve. Ganguly seconded. Approved by all trustees.

i. **Resolution Setting Forth Financial Requirements for the Fiscal Year Beginning January 1, 2024:** Foss motioned to approve. Rogers second. Approved by all trustees. A roll call vote was made to approve the resolution.

b. **2024 Strategic Plan and Logic Model:** The board discussed the library's strategic plan and logic model that will be implemented for 2024.

c. **Anti-Bullying Policy:** Ganguly motioned to approve. Rogers second. Approved by all trustees.

10. New business

Bowling Dixon discussed the capital reserve process and the assessing of the Main Library building and infrastructure for potential improvements.

11. Adjournment

Fruth adjourned the meeting at 8:14pm.

Personal Leave Policy

Library Board approved November 28, 2023 (effective January 1, 2024).

Introduction

The Oak Park Public Library recognizes its staff members will need days off from work for various personal needs and reasons. Therefore, the library provides paid personal leave, which can be used for any reason, to its staff members. The library offers this paid leave policy according to Illinois' Paid Leave for All Workers Act.

Eligibility

All staff members are eligible to be awarded one (1) hour of paid personal leave for every 40 hours worked to a maximum of 40 hours of paid personal leave per calendar year.

Award Amount Method

The library will award paid personal leave annually at the beginning of each calendar year (January 1). The library will frontload all paid personal leave the staff member is entitled to earn for the upcoming calendar year based on the staff member's current scheduled weekly hours.

For staff members who start after January 1, the library will frontload the full amount of paid personal leave the new hires are entitled to upon their hire date based on their current scheduled weekly hours through the remainder of the year.

The library may increase the available paid personal leave time for any staff members who substantially change their scheduled weekly hours at any time during the calendar year to ensure that the library is providing the correct amount of leave earned by its staff members based on their hours worked.

Notice of Leave

If the use of paid personal leave is foreseeable, the staff member must give the library at least seven (7) days' notice of the planned leave following the library's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the staff member is expected to notify the library as soon as practicable and, absent unusual circumstances, follow the library's normal leave procedures.

Use of Leave

Staff members may use paid personal leave starting on January 1, 2024, or the day after they begin employment with the library, whichever is later. Staff members must use paid personal leave in increments of at least one (1) hour or more.

Staff members may use their paid personal leave for any reason. Staff members are not required to provide the library with a reason for the leave, nor must they provide documentation or certification supporting it.

Unused Leave

Staff members must use all paid personal leave by the end of the calendar year (December 31). No carryover of unused paid personal leave will be granted, and any unused leave will be forfeited.

Payment of Leave

Personal leave will be paid at the staff member's base pay rate when the leave is taken. Paid personal leave is not included in overtime calculations. Staff members will not be paid any awarded but unused leave upon termination of employment.

Reinstatement of Leave

Staff members rehired within 12 months of their separation date will be provided with the paid personal leave they were awarded but did not use or the newly calculated annual award amount based on the rehire date, whichever is greater. Such staff members will be entitled to utilize this leave immediately.

Holidays Policy

Library Board approved January 16, 2008. Revised July 19, 2011. Revised November 26, 2019. Revised January 26, 2021. Revised January 24, 2023. Revised June 27, 2023. Revised November 28, 2023 (effective January 1, 2024).

Introduction

The purpose of this policy is to provide eligible staff members with pay for holidays they are scheduled to work prorated by their number of regularly scheduled hours when the library is closed (no service).

Eligibility

All regular full-time and regular part-time staff members are eligible for paid holidays.

Holidays

The library will be closed (no service), and eligible staff members will receive the following holidays off with pay:

1. New Year's Day - January 1
2. Martin Luther King Jr. Day - third Monday in January
3. Presidents' Day - third Monday in February
4. Memorial Day - last Monday in May
5. Juneteenth - June 19
6. Independence Day - July 4
7. Labor Day - first Monday in September
8. Indigenous Peoples' Day - second Monday in October
9. Veterans Day - November 11
10. Thanksgiving Day - fourth Thursday in November
11. Last Friday in November
12. Christmas Eve Day - December 24
13. Christmas Day - December 25

All regular full-time and regular part-time staff members are entitled to receive holiday pay for the hours they would have been regularly scheduled to work on the holiday.

For regular full-time staff members, when a holiday falls on a regularly scheduled day off, the staff member may take an alternative day off with approval from their immediate supervisor.

The following conditions apply to this policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual staff member's base rate of pay.
- Holidays will not be paid to staff members on inactive status (e.g., leave of absence).
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Holidays Policy

Library Board approved January 16, 2008. Revised July 19, 2011. Revised November 26, 2019. Revised January 26, 2021. Revised January 24, 2023. Revised June 27, 2023. Revised November 28, 2023 (effective January 1, 2024).

Commented [1]: Revised to remove all floating holidays language. Floating holidays will be replaced with paid personal leave to comply with Illinois' Paid Leave for All Workers Act, effective January 1, 2024.

Introduction

The purpose of this policy is to provide eligible staff members with pay for holidays they are scheduled to work prorated by their number of regularly scheduled hours when the library is closed (no service).

Deleted: and to provide eligible staff members with pay for floating holidays to take time off to celebrate other holidays or special days when the library is open

Eligibility

All regular full-time and regular part-time staff members are eligible for paid holidays.

Deleted: and floating holidays

Holidays

The library will be closed (no service), and eligible staff members will receive the following holidays off with pay:

1. New Year's Day - January 1
2. Martin Luther King Jr. Day - third Monday in January
3. Presidents' Day - third Monday in February
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All regular full-time and regular part-time staff members are entitled to receive holiday pay for the hours they would have been regularly scheduled to work on the holiday.

Commented [2]: Grammatical correction.

Deleted: your

For regular full-time staff members, when a holiday falls on a regularly scheduled day off, the staff member may take an alternative day off with approval from their immediate supervisor.

Deleted: Floating Holidays
The library will be open, and eligible staff members will receive four days off with pay per year prorated by their number of budgeted hours.

Staff members may take floating holidays at any time within the calendar year that is approved by the staff member's immediate supervisor. These floating holidays may include but are not limited to religious or cultural holidays, birthdays, other significant days, or any other state or federal holidays during which the library remains open.

The following conditions apply to this policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay are computed at an individual staff member's base rate of pay.
- Holidays will not be paid to staff members on inactive status (e.g., leave of absence).
-
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Floating holidays are available at the beginning of each calendar year for all current, eligible staff members. A new staff member hired before the end of the first half of the calendar year will receive four floating holidays upon hire; a new staff member hired during the second half of the calendar year will receive two floating holidays upon hire.

Deleted: and floating holiday pay

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Deleted: Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken.

Electric Vehicle Charging Policy

Prioritizing sustainability, the Oak Park Public Library promotes and encourages the use of electric vehicles (EV). As such, the library provides charging stations to give public access to electric energy to recharge plug-in electric vehicles.

The charging of electric vehicles shall be limited to charging station stalls only. Visitors may not use other electrical outlets in the library parking garage, or attached to the library building, to charge a vehicle.

Charging stations are available on a first-come, first-serve basis. The library does not guarantee the availability of charging stations.

Charging stations may only be used during library operating hours, and vehicles parked in the EV charging stalls must be actively charging. Vehicles not plugged in and charging, or that are in a charging station stall after the library's operating hours, may be towed at the car owner's expense.

EV charging station stalls may be closed for special event parking, maintenance, repair and construction. At least one charging station stall may be reserved for library owned and operated EVs.

The library recognizes that its staff members also may need to charge their personal EV while at work. Staff members must follow the rules set forth in this policy and may not use charging stations if their EV is charged enough to make it home or longer than two hours per day.

Users are assessed a charging fee at the time of use. The charging fee is subject to change at any time and without notice based on changing electricity fee rates.

Payments are made by credit card through the vendor's website or app. Payments are processed by a third-party service provider. All disputes, refund requests, and service questions must be directed to the service provider.

Procedures to use the charging stations must be followed at all times. The library is not liable for personal property damage or personal injury as a result of using the equipment.

Use of the library's charging stations acknowledges compliance with this policy.