

Minutes for September 24, 2024 Regular Library Board Meeting

1. Call to order and roll

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

Present: Virginia Bloom, Madhurima Chakraborty, Susanne Fairfax, Maya Ganguly, Matthew Fruth

Absent: Theodore Foss

Motion to approve trustee Rogers to participate remotely through Zoom. Moved by Fairfax. Seconded by Ganguly. Approved by all trustees.

Also attending: Suzy Wulf, Co-Interim Director, Leigh Tarullo, Co-Interim Director, Billy Treece, Director of Finance and Human Resources

Public commentators: Ron Milner

2. Approval of Minutes

August 27, 2024 Regular Meeting

Moved by Bloom. Seconded by Ganguly. Approved by all trustees.

3. Public Comments

Ron Milner made a public comment discussing financial literacy, workshops and the importance of educating others at libraries through programs.

4. Trustee Comments and Calendar

Discussed is the Illinois Library Association (ILA) conference which is in October in Peoria and the next scheduled regular board meeting, which will be held on Tuesday, October 22.

5. Interim Co-Director Report

Wulf discussed the Elected Officials BBQ, noting the presence of trustees that attended the event. Discussed is a one-page pdf in the board packet from RAILS about library talking points, specific to public libraries and the importance of advocating to the community about what the library does as a public institution.

6. Staff Reports

a. Strategic Priorities Report

Wulf highlighted the Engagement and Learning sections of the report, starting with the Middle and High School service area, with collaborations from Community Engagement and Children's Services on several library programs and community events held for back-to-school teens and kids. Wulf discussed the Summer Reading Programs, held for childrens and adults noting that there are further details and reports on both of the summer reading programs. Discussed was a trauma-informed two-part session held for staff where presenter Beth Wahler focused on addressing and minimizing interpersonal challenges from a trauma informed perspective.

Tarullo highlighted the Stewardship and Equity and Anti-Racism sections, starting with the Facilities service area on several building improvements ranging from parking pay stations to our air handlers and exhaust system. Discussed was diversifying Special Collections with audiocassettes of Stan West interviews becoming digitized further offering accessible recordings of this historically significant collection.

b. Additions and Terminations Report

c. Staff Changes Report

7. Financial Reports

a. August 2024 Financial Reports

The board reviewed the financial reports dated August 30, 2024.

b. Resolutions on Disbursements

Moved by Chakraborty. Seconded by Ganguly. Approved by all trustees.

8. Additional Reports

a. Intergovernmental Committee (IGOV): Did meet. Fairfax reported that a special guest speaker Cheryl Potts, Executive Director of the Community Mental Health Board came and talked on mental health and discussed offering a program by all the different governing bodies.

b. Council of Governments (CoG): Did meet. Wulf attended, discussed the Park District bylaws, procedures, and training and how other governing bodies receive training.

c. PlanIt Green: Foss, absent. To be discussed and followed up on at the next meeting.

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

9. Unfinished Business

a. Review Board By-Laws

Discussed is the review of the board bylaws, noting changes and revisions to be made and reintroducing new committees such as policy, finance, and request for proposal committees.

10. New Business

a. Executive Director Search Update by Koya

Discussed is an update on the Executive Director Search by Trisha Sutrisno, Managing Director at Koya Partners, noting the needs assessment process by conducting a survey for staff to participate in. Discussed were meetings with affinity groups, Co-Interim Executive Directors, Leadership and Management teams. Data were collected from the needs assessment survey, noting receiving 34 responses from staff, 6 responses from trustees, and responses from 4 affinity groups, all responses used to develop a job description for the next Executive Director.

Discussed is the draft job description for review by the search committee, noting edits were made to provide a more refined sense of needs of the library and community with a committee meeting to be held following after to finalize the position profile for the board to vote and approve on. Upon approval, the job description will be launched publicly with staff and board receiving the position profile to share externally to the network. A community survey was mentioned, as one of the pieces to come together in part of this process.

b. Information Systems Use Policy Revision

Motion to approve the revised Information Systems Use Policy, with the following amendment:

We may require you to disclose your password or other login information for access or security purposes and reserve the right to override your password if necessary.

Moved by Bloom. Seconded by Ganguly. Approved by all trustees.

c. Draft 2 FY2025 Budget

Discussed is the Draft 2 FY2025 budget, noting changes with revenue and expenses. Several budget line items were noted including the executive director search and consulting fees in regards to the website being in compliance with ADA to happen in 2025.

d. Board Training Proposals

The board discussed training and the importance of it for existing and/or new members. Three proposals were reviewed and discussed with the interest in more options for vendors, noting the

importance of all trustees to engage in the board training together. No proposals were selected. The following board meeting will further discuss a plan of action on what topics and resources the board would like to review and engage upon with plans on working through their immediate needs in November and December meetings.

e. November Board Meeting Date

Motion to move the November board meeting date from November 26 to November 19.

Moved by Ganguly. Seconded by Bloom. Approved by all trustees.

11. Adjournment

Fruth adjourned the meeting at 9:22 pm.