

Minutes for November 19, 2024, Regular Board of Library Trustees Meeting

1. Call to order and roll

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

Present (in-person): Madhurima Chakraborty, Susanne Fairfax, Maya Ganguly, Kristina Rogers, Matthew Fruth

Present (remote): Virginia Bloom, Theodore Foss

Absent: None

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

An in-person quorum was present at this meeting.

Motion to approve the remote participation of Trustees Virginia Bloom and Theodore Foss to this regular board meeting.

Moved by Ganguly. Seconded by Fairfax. Approved by all present.

Public commentators: Stephen Jackson

2. Approval of Minutes

October 22, 2024 Regular Meeting

Moved by Rogers. Seconded by Foss. Approved by all present, with the exception of Bloom and Chakraborty who abstained.

3. Public Comments

There were no public comments received through email in advance to the meeting, with the exception of an in-person public comment, made from Stephen Jackson. Jackson expressed concerns over the alignment the library has with the anti-racism strategic plan and the retention of BIPOC staff, addressing barriers in newly created staff positions.

4. Trustee Comments and Calendar

Discussed is the upcoming ILA Legislative Meet Ups, which is a board development opportunity for trustees to attend and what to discuss at the next regular meeting which is December 17.

Trustees discussed and went over the 2025 board meeting dates, in the meeting packet with a total of four changes to the dates made, as below:

2025 Board of Library Trustees Meeting Dates

All meetings to start at 6:30 pm unless otherwise noted

January 28, 2025
February 25, 2025
March 18, 2025*
April 22, 2025
May 27, 2025
June 24, 2025
July 22, 2025
August 26, 2025
September 16, 2025*
October 28, 2025
November 18, 2025*
December 16, 2025*

*indicates a change in the date of the meeting

Motion to approve the meeting dates with the changes indicated on the calendar. Moved by Bloom. Seconded by Ganguly. Approved by all present.

5. 2023 Financial Audit Presentation

Discussed were the financial audit, presented by Sikich. Highlighted were the statement of net position of the library, statement of activities, and statement of fund balance. Discussed were the Auditors Communication to the Board of Trustees document, which outlines key matters to be communicated to the board, including any adjusting entries or comments relating to internal controls.

6. Interim Co-Directors Report

7. Staff Reports

a. Strategic Priorities Report

Wulf started with the Engagement section, highlighting the successful season of the book bike noting seven months of engagement with an increase in visits making it the second busiest season ever. Highlighted from the Learning section is professional development, noting several staff members attending conferences, in particular the Illinois Library Association Conference in which Wulf presented an award there.

Tarullo highlighted in Engagement the Special Collections Halloween-Themed open hours, noting 80 visitors who came to learn more about Special Collections. In Learning, highlighted were collection staff attending learning opportunities related to their work. In Stewardship, the Information Technology team were highlighted for their initiatives relating to cybersecurity and bringing awareness to staff during the whole month of October.

The board discussed staff demographics and turnover from the Engagement section of the Strategic Priorities Report, where it indicates 16 staff who have separated from the library in 2024 with 15 of the staff identifying as BIPOC, noting that further attention will be needed to assess ways to retain staff in the near future, and to request documentation and follow up from staff, with plans to better assess how to retain staff identifying as such at the library.

b. Additions and Terminations Report

c. Staff Changes Report

7. Financial Reports

a. October 2024 Financial Reports

The board reviewed the financial reports dated October 31, 2024.

b. Resolutions on Disbursements

Moved by Foss. Seconded by Ganguly. Approved by all present.

8. Additional Reports

a. Intergovernmental Committee (IGOV): Did meet. Rogers discussed the continuation of the event to be planned, noting details and communication to be ironed out amongst committee members.

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

c. PlanIt Green: Did meet. Foss reported on the conference held in Azerbaijan, noting three students from Oak Park and River Forest high school that attended.

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

9. Unfinished Business

a. Executive Director Search

Discussions were held on the Executive Director Search held by the board committee, noting the bias training that was held among committee members in the previous meeting was positive, noting the feedback. The job posting for the Executive Director is out on all networks, with a total of 22 people expressing interest and 11 of those submitted applications and resumes. Discussed were the board relationship with staff and steps to take to repair the relationship with staff.

10. New Business

a. Revised Collection Strategy Statement

Trustees discussed the Revised Collection Strategy Statement, noting a revision made for approval, in relation to the Computer Use Policy which was approved in the previous meeting, in order for the policy to be current. The revision is as follows:

The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. ~~It is the decision of the library not to filter Internet access.~~

Motion to approve the revised collection strategy statement. Moved by Chakraborty. Seconded by Bloom. Approved by all present.

b. Board Goals

Trustees discussed board goals relating to the library's strategic plan as well as training and setting forth timelines to achieve those goals. The importance of providing guidance and a framework for current and future members of the library board. repairing relationships and starting conversations with staff and the community, such as listening sessions and open conversations. Trustees will plan to each bring forth one goal, either individually or collectively to discuss at the next regular board meeting, in December.

11. Closed Session

No closed session was held during this meeting.

12. Adjournment

Fruth adjourned the meeting at 8:30pm.