

Minutes for January 28, 2025, Regular Board of Library Trustees Meeting

1. Call to order and roll

President Fruth called the meeting to order at 6:35 pm and took roll.

Present (in-person): Theodore Foss, Maya Ganguly, Kristina Rogers, Matthew Fruth

Present (remote): Susanne Fairfax, Madurima Chakraborty

Absent: Virginia Bloom

Also Attending: Leigh Tarullo, Co-Interim Director, Suzy Wulf, Co-Interim Director

Motion to approve the remote participation of Susanne Fairfax and Madhurima Chakraborty

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

2. Approval of Minutes

a. Amended Minutes from November 19, 2024 Regular Meeting

Provided additional language to the board to be in addition to the meeting minutes. The minutes were approved at the December meeting and will be posted to the board webpage.

b. December 17, 2024 Regular Meeting

Moved by Foss. Seconded by Ganguly. Approved by all present, with the exception of Fairfax, who abstained.

3. Public Comments

There were no public comments received by email or writing for this meeting.

4. Trustee Comments and Calendar

Fruth discussed the change of the February board meeting date from the 25th to the 18th of the month because of the Consolidated February Election, which is on February 25th. The board discussed the availability of having the meeting on February 18 and to call a vote on the change of date.

Motion to change the February regular meeting from the 25th to the 18th.

Moved by Fairfax. Seconded by Ganguly. Approved by all present. The next meeting will now be held on Tuesday, February 18 at the regular time.

The board discussed the LACONI Trustee Banquet, which is held every year with this year being on May 30 at the Nineteenth Century Club, noting that trustee Rogers has committed to attending this event and notable speakers and authors will be presenting at the event. The board discussed stopping by at Staff Learning and Engagement Day on the following Friday of the week to say hi to staff during the morning.

5. Interim Co-Directors Report

Wulf noted the filing of the Public Library Per Capita Grant report for 2023, and filed for the grant this current year.

6. Staff Reports

a. Strategic Priorities Report (November & December 2024)

Two months of reports are included in the packet, with Wulf and Tarullo providing highlights to several priorities throughout. Wulf reported on the 2024 Election Day and all library locations being a polling place and the support that ran through the day and an election for kids to participate in, which was the voting between Pete the Cat and Bluey. Wulf also gave a shoutout to Nora Sanchez, Latine Language & Culture Librarian for her leading efforts in the Dia de Muertos Celebration event that was held in November. Tarullo reported on the presentation held by Andrea Trejo, Collection Management Librarian to the Adult Services team on online library databases offered for patrons and also reported on the materials shifting of DVDs to enhance the browsing experience for patrons, giving a shoutout to the Facilities Team staff. Tarullo also reported on the enhancement of our online security infrastructure, shouting out the Information Technology Team on the upgrade of our outdated firewalls.

Wulf discussed the Home Delivery statistics for the year, noting an increase of users during the new year of 52 users taking advantage of the Home Delivery service and the Exam Cram event, which was held over six days by the Middle and High School Services team for students to study for exams and have a safe space to do so. Reported were the Friends of the Oak Park Public Library generous support through the year, noting over \$17,000 was donated for library programs. Discussed was the Kwanzaa Celebration event held in December noting the planning and the overall turnout of the event, which was successful.

Tarullo reported on the Interpreter Compensation Program, which was launched in December for library staff proficient in the languages used most in our community to attract and retain staff that reflects diversity in our community and added software to computers to improve the accessibility for patrons with visual disabilities. The board discussed the use of AI and Google Gemini with plans for IT staff to look into Google Gemini and the access of that with library staff. In the November report, in the Equity and Anti-Racism section there was no mention of BIPOC staff in which stood out to the board, noting they would like to see internal efforts relating to the retention of BIPOC staff in that section of the report at future meetings.

b. Library Core Use Statistics

Discussed is the statistics for Quarter 4 (Q4) and the performance throughout different quarters. Noted was the decrease in the New User Accounts–Digital where Q1 showed 143 where in Q4

it is 118—a notable decline in new accounts for digital only access. The statistics for Community Outreach was discussed, noting an increase from 2023 to 2024 in total attendance.

c. Additions & Terminations Report (November through December 2024)

Trustee Fairfax noticed in the report of the termination of the Multicultural Librarian position which prompted questions and discussion about the termination of the role.

d. Staff Changes Report (November through December 2024)

The board asked for an update to efforts made relating to BIPOC staff retention, which was brought up at the November board meeting. Tarullo reported on reviewing comments from staff from the eNPS survey and the continuation of conversations between Leadership team and staff on what staff wants to see to continue to stay at the library.

7. Financial Reports

a. November & December 2024 Financial Reports

Trustee pointed out a lost check to a vendor in the financial report which prompted discussion around issues that come with paying vendors by physical check.

b. November & December 2024 Resolutions on Disbursements

Motion to approve the Resolutions on Disbursements for the months of November and December.

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

8. Additional Reports

a. Intergovernmental Committee (IGov): Did meet. Fairfax reported on a presenter from the League of Women Votes discussing how they can further support people running for office and what they and IGov can offer to help to get individuals comfortable with running for positions.

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

c. PlanIt Green: Did meet. Foss reported on the Climate Conference that was held in Baku, Azerbaijan recently with plans on the next Climate Conference being in Brazil. Foss discussed the ongoing solar projects and the library staff who are working towards that.

d. Friends of the Oak Park Public Library: Did meet. Wulf reported on a new board member who joined the Friends of the Oak Park Library. Wulf also reported on the funding and donations of the Friends, noting a disbursement we received from them in the amount of \$23,000 with \$14,000 of that amount being unrestricted, with the decision on how to spend those funds as a library.

9. Unfinished Business

a. Executive Director Search

Chakraborty thanked Koya Partners and the search committee for their efforts through the Executive Director Search process, mentioning that the committee conducted interviews for six candidates for the first round. The committee discussed the candidate pool, noting the candidates are impressive and the timeline of conducting the process is moving a great pace. The committee plans to conduct the second round of interviews, scheduled for the week of February 3 or February 10, with the option of including board members with deciding on who will move to the final round of interviews. Koya Partners plans to provide a report, summarizing the interviews between the search committee and the candidates, in closed session at the next regular board meeting.

b. New Board Member Orientation & Handbook

The board discussed the new board member orientation and handbook as a follow up item discussed from the December meeting, mentioning trustee Rogers and Fruth working on an outline of materials, shared with the full board. The outline will lay out and identify the framework pieces and topics that the board wants to have in place. Job description of a board member, legal requirements, policies, committees, training, meeting expectations, and general expectations are some of the topics discussed to be included in the creation of the handbook and orientation of a new board member and current. The board discussed gathering resources and ideas from other libraries and/or organizations that can be adopted to their framework. Discussed were open meetings which brought up the policy, Closed Meetings Records which have not been updated in 20 years, to be brought to the next board meeting for approval. At the December meeting, discussion around training for the board was brought up and Fruth provided an update noting that the training for the full board regarding open meetings will happen in May of this year. The board plans to go over the details of each outline item at the February meeting and continue to work out the framework to create the handbook.

c. Holistic Survey

Fruth provided an update with the Holistic Survey, noting that it has been sent out with a 43% response rate with 55 respondents from staff. The target goal is 70% of participation with the confidence that the goal will be reached. Holistic will provide updates regarding the participation and response rate while following up with staff to complete the survey.

10. New Business

a. Park District IGA

Discussed is the Park District of Oak Park Intergovernmental Agreement (IGA) relating to a collaborative program where the library provides park passes at checkout for the park district. The passes that are included are: Ice Skating Rink, Cubhouse Indoor Playground, and Pool passes where the passes will be available each week for checkout for Oak Park cardholders.

Motion to approve the Park District IGA.

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

11. Closed Session (if needed)

No closed session was held for this meeting.

12. Adjournment

Fruth adjourned the meeting at 8:28 pm.