

Minutes for June 24, 2025 Regular Board of Library Trustees Meeting

1. Call to order and roll

President Bloom called the meeting to order at 6:31 pm. Secretary Yamamoto took roll.

Present: Colin Bird-Martinez, Megan Butman, Annie Wilkinson, Virginia Bloom, Mika Yamamoto

Absent: Susanne Fairfax, Kristina Rogers

Also Attending: Elsworth Carman, Executive Director, Leigh Tarullo, Director of Collections

A quorum was established at this meeting.

2. Approval of Minutes

May 27, 2025 Regular Meeting

Moved by Bird-Martinez. Seconded by Wilkinson. Approved by all present.

3. Public Comments

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

4. Trustee Comments and Calendar

The board discussed the Friends of the Library Book Sale happening the weekend of July 11-13 and noted the next regular meeting will be July 22.

Butman read a statement that will be coming from the board about asking for the community to take action in support of our libraries, noting the budget proposal coming from President Trump to eliminate funding to the Institute of Museum and Library Services (IMLS). The statement from the board urges our community to take action such as reaching out to our elected officials and representatives to send a message to our lawmakers, ensuring the Appropriations Committee will continue to include library funding in their budget. This statement from the board is now available for the public at oppl.org/board.

5. Executive Directors Report

Carman discussed the proposal for the policy review, noting the review of 77 approved policies in total, with the included recommendation of establishing a three year policy review cycle where the board will at least review each policy once in those three years. Carman mentioned the policy review template, where it contains the framework for select staff of a committee to provide recommendations and proposed changes. Upon discussion, Butman noted that the board has an obligation by state statute to review policies that are related to: selection of library materials, use of library materials, or use of

facilities every two years. Carman discussed having a calendar to track policies that are up for review, noting that it would be a good reminder for the full board to see visually and to note revisions if needed to add to the agenda for the following meeting.

6. Staff Reports

a. Strategic Priorities Report

Tarullo highlighted a video collaboration between the Middle and High School Services and Communications Team showcasing the spaces, services, and resources for middle and high schoolers noting the video is now available on the library's YouTube channel to watch. The kids summer reading program was highlighted, noting it goes until August 19 for kids as young as two years old to participate to win beads and stickers, with approximately 1,500 kids signed up for summer reading and over 262,000 of reading minutes have been reported. Library staff participated in a "Get a Move On" challenge, Tarullo herself included where staff were divided in teams and tracked their movements over five weeks. The challenge was designed to promote well-being, connection and physical activity with all participants collectively moving 4,500 miles in total.

b. Additions and Separations Report

The board reviewed the additions and separations report for the month of May 2025.

c. Staff Changes Report

There were no staff changes to report for the month of May 2025.

7. Financial Reports

a. May 2025 Financial Reports

The board reviewed the financial reports dated May 31, 2025, noting the library is at 42% of the fiscal year complete. Butman noticed the tuition reimbursements line item and asked if the money budgeted is used every year. Wilkinson asked what the art fund is and the meaning of the equity and anti-racism expenditure, being at 3% utilized.

b. May 2025 Resolutions on Disbursements

Motion to approve the May 2025 Resolutions on Disbursements.

Moved by Bird-Martinez. Seconded by Butman. Approved by all present.

8. Additional Reports

- a. Intergovernmental Committee (IGov):** No updates were provided from the last meeting, however Bloom noted that Rogers will be the chair for IGov, representing the library and that the meetings are held on the third Saturday of the month, virtually from 9 to 10 am.

- b. Council of Governments (CoG):** Bloom reported that the June meeting was cancelled, and the next meeting will be held on Wednesday, September 4 at 8 am.
- c. PlanIt Green:** The meeting was scheduled for June 19, but with the library being closed the next meeting is scheduled for a later date. Carman noted the meetings are held monthly on the third Thursday from 8:30 to 9:45 am, virtually with the exception of their December meeting.
- d. Friends of the Oak Park Public Library:** The last meeting was on June 16, with meetings to follow every over month on the 3rd Monday. Carman attended, noting that donations were looking low for this time around this year and asking if anyone has donations to bring them to the library.

9. Unfinished Business

a. Formation of Committees

Bloom discussed the formation of the following committees: finance, governance, advocacy and personnel/transition committees, with plans on gaining a board member who is interested in being a part of the committees by the next regular meeting, along with who from staff will represent the committees as well. Carman provided information on all committees mentioned, resourcing from other libraries on how committees are run. Carman found that for a finance committee it focuses on reviewing and providing feedback on financial reports, reviewing relevant board policies, and drafting a budget for review to the board.

For the governance committee, Carman found that it entails participating in trustee training, ensuring compliance with laws related to libraries, and evaluating the board effectiveness overall. The advocacy committee entails amplifying the voice of the library, building relationships with elected officials and community leaders, and crafting advocacy statements. Sourced from the Illinois State Library, the personnel committee should be composed of two board members to prepare an annual review of the library director, assisting with goals and objectives for the year and the resolution of any personnel conflicts that can not be resolved by the library director.

b. Board Training

Carman discussed a training option from Ancel Glink that will act as a mock meeting where topics such as Robert's Rules and Open Meetings Act will be discussed and covered. Carman will look into pricing and logistics to bring to the next meeting to determine the next steps. Carman will also look into the training to be offered to the other local boards in the area.

c. Strategic Planning Session

Tarullo discussed receiving all responses from board and members of the leadership team on securing a date for the strategic planning session that works with everyone, with the exception of one or two people. An email will be sent out on the board with two or three dates and narrow down the states to ensure everyone is available for a date for the session. Dates discussed were Saturday, August 2, Sunday, August 3, and August 9 from 9 am to 1 pm.

Motion to have the strategic planning session on Sunday, August 3, 2025 from 9 am to 1 pm.

Moved by Wilkinson. Seconded by Yamamoto. Approved by all present.

d. Board Liaison Appointments

Bloom confirmed the following board members to be appointed as liaisons for the following:

Intergovernmental Committee (IGov): Kristina Rogers and Annie Wilkinson.

Council of Governments (CoG): Virginia Boom. Another board member may be added as a liaison.

PlanItGreen: No board member at this time, however a staff member will attend and provide reports in the meantime until a board member is assigned to attend.

Friends of the Oak Park Public Library: Colin Bird-Martinez and Mika Yamamoto.

Out with Purpose: Susanne Fairfax and Annie Wilkinson.

Collaboration for Early Childhood: Kristina Rogers.

13. New Business

a. Non-Resident Library Cards and Annual Fee

Motion to approve the cost and calculation associated with the Non-Resident Library Cards and Annual Fee in the amount of \$473.66.

Moved by Bird-Martinez. Seconded by Butman. Approved by all present.

11. Closed Session (if needed)

The board did not enter a closed session for this meeting.

12. Adjournment

Bloom adjourned the meeting at 7:56 pm.