

# **Minutes for October 28, 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, Susanne Fairfax, Kristina Rogers, Annie Wilkinson, Virginia Bloom, Mika Yamamoto

**Also Attending:** Elsworth Carman, Executive Director, Suzy Antell, Deputy Director, Leigh Tarullo, Director of Collections & Technology, Billy Treece, Director of Finance & Human Resources

**Public Commentators:** none

## **2. Approval of Minutes**

### **September 11, 2025 Finance Committee Meeting**

Moved by Bird-Martinez. Seconded by Yamamoto. Approved by all present, with the exception of Fairfax who abstained.

### **September 14, 2025 Strategic Planning Meeting**

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

### **September 16, 2025 Regular Board Meeting**

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

### **September 22, 2025 Governance Committee Meeting**

Moved by Butman. Seconded by Wilkinson. Approved by all present, with the exception of Fairfax who abstained.

## **3. Public Comments**

One public comment was submitted through email but was subsequently retracted and therefore will not be read during this meeting.

## **4. New Business**

### **a. Draft 3 FY2026 Budget**

The Board, together with Director of Finance & Human Resources Billy Treece, reviewed three budget drafts—two conventional budgets (Drafts 2 and 3) and one memo-format aspirational budget. Treece highlighted a revision in Draft 2 under Capital Expenses related to the Master Facilities Plan, increasing the allocation from \$100,000 to \$150,000. The budget draft 2 reflects a 4.3% increase and budget draft 3 reflects a 5% increase in property taxes.

Draft 3 (FY2026 Budget) included several adjustments, particularly in the People section, resulting in an additional \$79,000 in expenses and increasing the projected property tax levy from 4.3% to 5%. Carman clarified that this adjustment does not reflect the creation of new positions or significant personnel changes, but instead provides flexibility for the forthcoming Director of Communications and Director of Equity & Anti-Racism roles, as well as salary adjustments for current staff.

The Board discussed the aspirational budget scenario, presented as a visionary roadmap that outlines key initiatives such as expanding services, enhancing facilities—including updated service desks in the Main Library lobby and on the second and third floors—and increasing Public Safety staffing, assuming no financial limitations.

Motion to approve the Draft 3 FY2026 Budget, which is the 5% property tax increase.

Moved by Rogers. Seconded by Yamamoto. Approved by all trustees.

**i. Resolution Setting Forth Financial Requirements for the Fiscal Year January 1, 2026**

Motion to adopt the Resolution Setting Forth Financial Requirements for the Fiscal Year beginning January 1, 2026.

Moved by Rogers. Seconded by Yamamoto. Secretary Yamamoto conducted a roll call.

Roll Call Vote

- a. Trustee Bird-Martinez: Yes
- b. Trustee Butman: Yes
- c. Trustee Fairfax: Yes
- d. Trustee Rogers: Yes
- e. Trustee Wilkinson: Yes
- f. Trustee Yamamoto: Yes
- g. Trustee Bloom: Yes

**b. Confidentiality of Circulation Records Policy**

Carman discussed the Confidentiality of Circulation Records Policy noting a few changes such as an addition of an emergency release of information request.

Motion to approve the changes to the Confidentiality of Circulation Records Policy.

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

## **5. Trustee Comments and Calendar**

The board went over the calendar, where Bird-Martinez gave a recap from the finance committee meeting held on October 20, where he explained the delay of the property tax payment to the library and explained different alternatives to funding. Carman noted that he will present at the Village Finance Committee meeting on November 4 with support from the board.

## **6. Executive Directors Report**

Carman reported on the update and changes to the organizational response to Immigration & Customs Enforcement (ICE) in the community, noting the continued monitoring of the activity of ICE in our community and adjusting our guidelines and processes if needed. Carman highlighted the staff and board presence at Illinois Library Association (ILA) conference.

## **7. Staff Reports**

### **a. Strategic Priorities Report**

Carman highlighted an art display at Dole Branch where over 40 paintings and drawings were on display from Nancy Fong, Oak Park artist and educator with the Park District of Oak Park, a pilot program with Legal Wellness Clinic nonprofit to bring resources in the community. Carman gave a staff spotlight to the Middle and High School Services team for their dynamic impact to continue serving the youth. The Facilities team were highlighted for their improvement of library spaces and an author visit event was highlighted with positive community feedback and large turnout of attendees.

### **b. Library Core Use Statistics**

The board highlighted the library core use statistics report noting a decrease in digital only library card accounts and a continued increase in online resources use.

### **c. Additions and Separations Report**

The board reviewed the Additions and Separations Report for the month of September 2025.

### **d. Staff Changes Report**

The board reviewed the Staff Changes Report for the month of September 2025.

## **8. Financial Reports**

### **a. September 2025 Financial Reports**

The board reviewed the September 30, 2025 Financial Reports.

### **b. September 2025 Resolutions on Disbursements**

Motion to approve the September 2025 Resolutions on Disbursements.

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

## **9. Additional Reports**

### **a. Intergovernmental Committee (IGov)**

Rogers reported on the collaboration of many elected officials meeting up to visit several community ofrenda in Oak Park, due to the cancellation of a Day of the Dead event that was originally scheduled at the library. Rogers mentioned a No Ice Zone presentation by Jenna Leving Jacobson, Trustee at the Village of Oak Park, noting the traction in other communities that are enforcing a zone to prevent ICE from accessing. Rogers and Wilkinson reported on a website in the works and topics for a semi-annual forum.

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

### **c. PlanIt Green**

Carman reported on notes from Matt Bartodziej, Director of Facilities who attended the PlanIt Green discussion and noted the D97 plans to address sustainability projects in the near future, which includes LED replacements, HVAC electrification work and food waste efforts. Noted were the updated EV vehicles in Oak Park and River Forest, 1,490 and 354 respectively.

### **d. Friends of the Oak Park Public Library**

Antell provided updates on the Friends Fall Social, noting the positive turnout; highlighted the Between the Lines newsletter, now available on the website; discussed potential new merchandise ideas; and confirmed meeting dates for the upcoming year.

### **e. Out with Purpose**

Fairfax reported on the OPALGA+ Gala being held on Saturday, mentioning that tickets are still available to attend and the excitement of the event.

### **f. Collaboration for Early Childhood**

Rogers informed the Board about an upcoming brunch hosted by the Collaboration for Early Childhood, encouraging all members to attend and noting that she plans to participate.

## **10. Adjournment**

Bloom entertained a motion to adjourn the meeting, at 8:31 pm.

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