

# **Minutes for November 18, 2025 Oak Park Public Library Board of Trustees Regular Meeting**

## **1. Call to order and roll**

President Bloom called the meeting to order at 6:37 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 Teece, Director of Finance & Human Resources

**Public Commentators:** None

## **2. Approval of Minutes**

### **October 20, 2025 Finance Committee Meeting**

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

### **October 28, 2025 Regular Board Meeting**

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

### **November 3, 2025 Governance Committee Meeting**

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

## **3. Public Comments**

There were no public comments received in writing or made in person for this meeting.

## **4. New Business**

### **a. 2024 Financial Audit Presentation**

Tom Zwicki presented the 2024 Financial Audit Report where he highlighted the generally accepted auditing standards, management discussion analysis report, and

reviewed several financial statements including the statement of net position and the statement of revenues, expenditures and changes in fund balances.

**b. Volunteer Policy**

The board discussed the Volunteer Policy, last reviewed in 2008. The staff committee proposed changes such as expanding the scope and management, defining legal status and role limitations, adding eligibility requirements and including termination of service. Motion to accept and approve the proposed changes in the Volunteer Policy.

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

**c. Workplace Violence Policy**

The board discussed the Workplace Violence Policy, last reviewed in 2003. The staff committee proposed changes such as expanding the scope, aligning with state policy, formalizing reporting and investigating, and adding an anti-retaliation clause.

Motion to accept and approve the proposed changes in the Workplace Violence Policy.

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

**d. Scheduled Building Closings Policy**

The board reviewed the Scheduled Building Closings Policy for 2026.

Motion to approve the Scheduled Building Closings Policy for 2026.

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

**5. Trustee Comments and Calendar**

The board discussed the calendar, noting that the next Governance Committee meeting is scheduled for Monday, December 1 at 5 pm and the cancellation of the December Regular Board Meeting, with plans to resume regular and committee meetings starting January 2026. The board discussed the possibility of moving their regular meeting dates to every fourth Wednesday of the month, starting in March 2026.

Motion to approve the cancellation of the December 16, 2025 Regular Board Meeting.

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

Motion to adopt the revised 2026 Board of Trustees Regular Meeting calendar, moving meetings from the fourth Tuesday to the fourth Wednesday of the month starting in March, with the exception of November and December meetings being moved to the third Wednesday of the month.

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

## **6. Executive Directors Report**

Carman discussed his report, highlighting his participation in a new director panel and an upcoming staff training where Dr. Jerel Ezell will present on Anti-Racism & Cultural Humility.

## **7. Staff Reports**

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

The Strategic Priorities Report was discussed, highlighting several areas of work, with particular focus on staff demographics and the stabilization of the proportion of BIPOC staff in the workforce, which was reported at 43.9% as of November 2025. Several conferences were highlighted that staff attended, such as the Urban Libraries Council (ULC) conference and the Illinois Library Association (ILA) conference. Programs and events highlighting Hispanic Heritage month were highlighted and the continued work on digital accessibility and the upgrade of library computers.

### **b. Additions and Separations Report**

The Board reviewed the Additions and Separations Report for October 2025, noting the addition of Simon Czerwinskyj as Civic Literacy Librarian.

### **c. Staff Changes Report**

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

## **8. Financial Reports**

### **a. October 2025 Financial Reports**

The board reviewed the October 2025 Financial Reports.

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

Motion to approve the October 2025 Resolutions on Disbursements.

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

## **9. Committee Reports**

### **a. Finance Committee**

Bird-Martinez reported that the Finance Committee met over the past several months to discuss the budget and will resume meetings in January 2026 after a December pause.

### **b. Governance Committee**

Butman and Yamamoto provided an update on the Governance Committee, noting that the committee met on November 3 to discuss the process for conducting the Executive Director's evaluation using the Critical Response Process. The committee plans to hold a special meeting, date to be determined, with a facilitator to conduct the evaluation.

### **c. Advocacy Committee**

Wilkinson reported on the Advocacy Committee, noting that the committee held its first meeting and established a framework for its work. The committee's purpose is to support and advocate for the library's mission of being a library for everyone, steward public trust and belonging, and advocate for resilient local democratic public institutions through internal and external efforts. Areas of focus include library funding, protection of intellectual freedom, and community engagement with local stakeholders, governmental bodies, community organizations, other library boards, and neighboring communities, in coordination with the Intergovernmental Committee (IGov). The committee also discussed a resolution in response to the increased surge of federal immigration enforcement activities, which will be brought forward for a vote at a separate special board meeting to vote on this resolution. The committee plans to meet quarterly.

## **10. Additional Reports**

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

Rogers reported on a guide developed by the committee for individuals interested in running for office and requested Board review and feedback. A semi-annual forum for elected officials was also discussed. Rogers indicated that future detailed updates will be provided to the Board via email, with brief reports presented during meetings.

### **b. Council of Governments (CoG)**

Bloom reported that the Council of Governments did not meet in November and that the item was tabled until the next meeting on December 3.

**c. PlanIt Green**

Did not meet.

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

Did not meet.

**e. Out with Purpose**

Fairfax reported on the OPALGA+ Annual Gala, noting the event was successful. Fairfax also relayed remarks from OPALGA+ board member Tim Thomas regarding opportunities for engagement and participation, including attending OPALGA+ board meetings.

**f. Collaboration for Early Childhood**

Rogers reported on an upcoming event she plans to attend and highlighted additional events, emphasizing the importance of sharing collaborative opportunities for broader participation.

**11. Adjournment**

Motion to adjourn the meeting.

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

The meeting adjourned at 9:40 pm.