

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 15, 2018

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:00 pm.

ROLL CALL

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Felicia Rangel, Beverly Helm, and Keith Supler

Absent were: Linda Marron, Joseph Woods, and Sandra Flowers

Park Forest Public Library Staff: George Manno, Jennifer Oosterbaan, Millie Robles, Renee Wick-Brink, Victoria Wittig, and Mary VanSwol

Also present: Village Trustee Georgia O'Neill, Jane Nicoll, Chris Jarota, Mike Gans, Ernest J. Davis, Jr.

APPROVAL OF MINUTES

The minutes of the regular meeting of January 18, 2018, were approved as submitted.

COMMUNICATIONS

Library Director Osuch passed the sharing basket of flyers. She passed around copies of books for future book discussions. The book discussion selection Practical Application Circle is *The Wisdom of Sundays*. The Morning Pages Circle book selection is *Living Life in Full Bloom*. *The Soul of an Octopus* is the Earthwise Book Discussion selection.

FINANCIAL REPORT

Library Director Osuch had nothing new to note.

REPORT OF THE BOARD PRESIDENT

President Merchant stated that the parking lot is wonderful, and she asked whether there could be a sign next to the book drop with arrows pointing left and right.

REPORT OF THE LIBRARIAN

Library Director Osuch noted the exceptional staff reports. She mentioned that the Commons has new furniture, and the next book discussion will be at the large round table. Pat Moore hung new artwork in the Ringing Room.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Library Director Osuch stated that the Olympia Fields Public Library Board is working on developing a focus group. Trustee Helm talked about their discussion to have an absent trustee listen to a meeting by phone. The absent trustee would not be able to vote. Library Director Osuch announced that Pat Kelly and Diane Pierson will not be running for reelection in 2019.

REPORT OF COMMITTEES

Strategic Planning: Trustee Helm talked about several issues facing the Library, including literacy, the use of space in the Library, and policies.

Olympia Fields: No report

Friends: No report

Finance: No report

Village: No report

BUDGET FY 2018-2019 – 2ND READING

President Merchant announced that the finance committee would be meeting soon.

HISTORICAL SOCIETY

Park Forest Historical Society Archivist Jane Nicoll asked the Library Board to give the Historical Society \$1,350 to pay for half the rent of the archives. She presented the Board with a written report. Trustee Rangel thanked Jane Nicoll and the Historical Society for their work. Trustee Supler stated his support for the Historical Society.

Trustee Supler moved that the Board approve the payment of half the rent of the archives for the Park Forest Historical Society in the amount of \$1,350.

Trustee Rangel seconded.

The motion passed.

BUDGET AMENDMENT

Library Director Osuch noted that the budget amendment includes three expenditure increases and one income increase. She explained the changes that took place after the budget was approved. Several employees increased health insurance coverage. The Library purchased a

new HVAC unit, the Explore Room was created, and the Olympia Fields Board made a late payment that appeared in the FY17-18 budget rather than the FY16-17 budget.

President Merchant asked about enclosing the exterior exit from the basement. Library Director Osuch stated that would be a project for next fiscal year. Staff member George Manno stated that there would be a door for exiting only.

Trustee Rangel moved that the Board approve the budget amendment as submitted. Trustee Supler seconded.

The motion passed.

STRATEGIC PLANNING

President Merchant thanked Trustee Helm for her work on the strategic planning committee. Village Manager Tom Mick will be joining the Board in March to present on the strategic planning process. Trustee Helm distributed a proposed order of the strategic plan. The most important part of the plan is the section on goals.

Staff member Victoria Wittig presented a report from her homeschool resource center survey. The homeschool community gave their input on resources that they would like to see in the Library. Victoria Wittig announced that she has accepted a full-time position at a non-profit. Her last day is March 7, 2018. The Board thanked her for her enthusiasm and dedication.

The Board discussed the possibility of providing some of the materials most desired by homeschoolers. Victoria Wittig talked about grant opportunities.

ADJOURNMENT

The meeting adjourned at 7:49 pm.