

**PARK FOREST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING**

January 18, 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, Linda Marron, Beverly Helm, Keith Supler, and Joseph Woods

Absent were: Sandra Flowers and Felicia Rangel (arrived 7:39 pm)

Park Forest Public Library Staff: George Manno, Jennifer Oosterbaan, Millie Robles, Katherine Goosby, Chinmay Kansara, Victoria Wittig, and Mary VanSwol

Also present: Village Finance Director Mark Pries

**BUDGET AUDIT**

Village Finance Director Mark Pries gave an overview of the audit for FY 2016-2017. The auditor had nothing of note to bring to the Board. Mr. Pries went over the balance sheet. The Library's unassigned fund balance has increased to \$4,312,472. The Library had a surplus of \$681,481 from FY 2016-2017. He explained revenue and expenditure details for last fiscal year.

President Merchant asked about the rate of collection for property taxes. Mr. Pries stated that we are collecting at 91%, but a loss rate of 3-5% is factored in, so the actual loss is not as great. Trustee Marron asked Mr. Pries to talk about the fund balance. He stated that it is like a savings account that the Board can use to operate the Library if there is an emergency or a severe shortage in the collection of tax money.

**SURVEY REPORT**

Library Director Osuch talked about the strategic planning committee and the planning process. She read a handwritten note that former staff member and current patron Karen Blackful sent to commend staff members on their customer service. Library Director Osuch stated that the survey is the first step in the strategic planning process.

Staff member Chinmay Kansara gave an overview of the results from the recent surveys. The online survey was active from October 30-November 20, 2017, with 321 responses. Just over 75% of the respondents were female. Almost 71% of respondents have Internet access at home. One thing to think about is offering more digital services. The Library is going to be circulating

Roku sticks for streaming video at home. 97% of people have library cards. The services most important to users were borrowing materials, computers, Internet access, interlibrary loan, and online services.

The kids survey had 75 responses. Almost 83% of the kids have been to the Library. More than half have library cards.

The teen survey had 89 responses. 72% had not visited the Teen Tech Zone. 41% have library cards. Mr. Kansara suggested adding more technology to the Teen Tech Zone to attract more teens.

The senior survey had 17 responses, many of whom receive homebound services.

A shortcoming of the survey is that it did not reach many people who do not already use the Library.

President Merchant asked about the breakdown of respondents by zip code. Mr. Kansara did not have those details with him, but he thought they were mostly from Park Forest and Olympia Fields. Trustee Helm commended Mr. Kansara for his work on the survey and the results. She suggested posting the results online.

Trustee Marron asked if we knew how many people answered the survey in the Library and elsewhere. Mr. Kansara said that there is no way to differentiate.

Trustee Rangel asked about the number of cardholders. There are about 7,000.

President Merchant noted some of the written results from the survey. She suggested meeting as a Board to discuss strategic planning. Trustee Helm talked about the committee creating a draft document and bringing that to the entire Board. President Merchant asked if the document could be ready for the February meeting.

### **APPROVAL OF MINUTES**

The minutes of the regular meeting of November 16, 2017, were approved as submitted.

### **COMMUNICATIONS**

Library Director Osuch had a basket of program flyers and books for the next book discussions.

### **FINANCIAL REPORT**

Library Director Osuch noted two accounts that are overbudget. They are Equipment Maintenance and Repair for a new HVAC unit and Contractual Facility Development for the parking lot project. Trustee Helm asked about the division of expenses between the Library and the Village. The Library paid for a new HVAC unit that was run during the renovation,

shortening its lifespan. The Village replaced a different HVAC unit recently that was up for replacement based on the Village's capital plan.

Library Director Osuch included the Village's capital plan for the next 5 years with the budget documents.

### **REPORT OF THE BOARD PRESIDENT**

President Merchant was impressed with the reports and programs going on at the Library.

### **REPORT OF THE LIBRARIAN**

Library Director Osuch noted new wording by the old book drop that patrons can leave donations in that drop. There is going to be a summit at Dining on the Green on February 16 to plan ways to share resources to address the needs of teens in Park Forest. There are 3,000 people ages 10-17 living in Park Forest. The Board discussed the difficulty in reaching patrons and bringing them into the Library.

### **REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE**

Library Director Osuch attended the last meeting. They enjoyed the holiday party and were pleased with the open house.

### **REPORT OF COMMITTEES**

Strategic Planning: Trustee Helm noted that the committee has met 14 times. They are working on a draft of a strategic plan. The next meeting is Monday, January 22 at 6 pm.

Olympia Fields: No report

Friends: No report

Finance: Trustee Marron stated that they have not met but would like to schedule a meeting.

Village: No report

### **BYLAWS-2<sup>ND</sup> READING**

Trustee Supler moved to approve the Bylaws as submitted.  
Trustee Marron seconded.

Trustee Helm looked at some other library's websites. She noted several have their policies posted online. She would like the Library to post policies and bylaws online. She also stated that she would like a copy of the Library's policies.

Trustee Helm moved to amend the motion to put the bylaws online.

Trustee Woods seconded.

The motion to amend passed by roll call vote: 4 in favor, 1 against, 1 abstention

The amended motion passed.

### **LANDSCAPE MAINTENANCE MARCH 2018-2019**

The Board discussed the companies. Trustee Supler suggested Property Care Management Plan B.

Trustee Helm moved that the Board approve the proposal from Property Care Management Plan B as submitted.

Trustee Marron seconded.

The motion passed.

### **BUDGET FY 2018-2019 – 1<sup>ST</sup> READING**

Trustee Marron asked for hard copies for the finance committee. Trustees Marron, Helm, and Merchant are on the finance committee. Trustee Helm asked about the police detail and their not being budgeted over the summer. The teens do not come into the Library as much over the summer, so it was felt that the police presence would not be needed then.

### **HARASSMENT RESOLUTION**

Trustee Helm moved that the Board approve the Harassment Resolution as submitted.

Trustee Supler seconded.

President Merchant stated that the resolution should be included in the policy handbook.

The motion passed.

### **LIBRARY DELAYED OPENING**

Library Director Osuch stated that the training will be active shooter training.

Trustee Marron moved that the Board approve the delayed opening of the Library to 11:00 am on January 26, 2018, for staff safety training with the police department.

Trustee Rangel seconded.

The staff will start at 8:30 am and be done in time to open at 11 am.

The motion passed.

### **ADJOURNMENT**

The meeting adjourned at 8:21 pm.