

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 16, 2020

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:30 pm.

ROLL CALL

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Linda Marron, Dannthy Garçon, Janis Elmore, and James Pressler

Absent: Felicia Rangel

Park Forest Public Library Staff: Barbara Osuch, George Manno, Jennifer Oosterbaan, Millie Robles, Brittany Coleman, Katherine Goosby, and Mary VanSwol

Also present: Village Trustee Glenna Hennessy

APPROVAL OF MINUTES

The minutes of the regular meeting of June 18, 2020, were approved as submitted.

COMMUNICATIONS

Library Director Osuch noted some online comments from patrons. They are grateful for the curbside services and crafts. She shared a note from the Hawkins family thanking staff member Nikki Coleman for her work on kids' crafts.

President Merchant congratulated the staff on their hard work. Trustee Marron also noted her appreciation for the staff.

AUDIENCE TO VISITORS

No one addressed the Board.

FINANCIAL REPORT

Library Director Osuch had nothing to report.

REPORT OF THE BOARD PRESIDENT

President Merchant thanked the staff for doing a fantastic job and providing the community with options during the closure. She noted that there will be a meeting to discuss the contract with the village. They are waiting on the attorney to set a date.

REPORT OF THE LIBRARIAN

Library Director Osuch stated that the new HVAC unit has been installed. The staff are working on the layout of the computers to be socially distant for when the Library opens by appointment. The Library plumbing will be automated to be touchless.

Trustee Elmore asked when the reopening date will be. Library Director Osuch stated that no date has been set yet, but it will probably be in August.

President Merchant asked about the income listed in the statistics. Library Director Osuch stated that the Olympia Fields check had been deposited. President Merchant also asked about the items removed from the catalog. Those items were not on the shelf during inventory but were still showing as “on shelf” in the catalog.

LIBRARY SECURITY

Trustee Elmore asked about the need for security and when that would be starting. President Merchant answered that the future is uncertain at this point.

Trustee Marron asked whether there was a favorite security company. She liked Bedford Protection Group (BPG). Trustee Elmore talked about their services at the South Holland Public Library.

President Merchant stated that Asset Protection Security (APS) is very specific about their liability. She asked about the same from BPS. Staff member George Manno stated that he is still waiting to hear from them about the specifics of their liability and insurance.

PATRON BEHAVIOR POLICY – 2ND READING

Trustee Marron moved to approve the Patron Behavior Policy as submitted.

Trustee Elmore seconded.

The motion was approved by roll call vote: 5 in favor, 1 absent.

DRIVE-UP BOOK PICK-UP/RETURN

Trustee Marron stated her support for the drive-up window. She said that other libraries are already set up for drive-up, and it works very well.

The Board discussed the idea of the drive-up window.

President Merchant noted the low number of patrons who have used curbside so far. She would like to make a contract with the Village before putting more money into the building.

Trustee Marron talked about the future and the need for this service.

Staff Member George Manno stated that construction would take 60 days.

President Merchant asked who would sit in the box. Library Director Osuch answered that it would be staffed as needed.

The Board asked what other libraries the company has created similar pick-up windows for, and staff member George Manno will ask the company about references.

ROOF

The Board discussed the roof. A membrane could be installed for \$94,785. A new roof would cost \$400,000. Staff Member George Manno stated that the roof has had recent repairs. The new membrane would have a 20-year warranty. Once the membrane is done, there is a twice yearly maintenance program. Trustee Garçon asked about the maintenance. Staff Member George Manno answered that it would be \$3,600 per year. The Village will not be providing maintenance for the roof any longer.

Trustee Marron asked about hiring a maintenance man. Staff member George Manno answered that he did not think it would be necessary.

The Board discussed the timing of adding the membrane.

Trustee Pressler asked how long it would take the project to completed. Staff member George Manno answered that it would be 5 days.

The Board liked the idea of starting the project in the fall. Staff member George Manno said that he would ask the company about their schedule.

DISASTER RECOVERY PLAN

President Merchant noted one item that is going to be deleted. The numbering will need to change.

Trustee Elmore moved to approve the Disaster Recovery Plan as presented with the above change.

Trustee Garçon seconded.

The motion passed by roll call vote: 5 in favor, 1 absent.

ADJOURNMENT

The meeting adjourned at 8:26 pm.