

PARK FOREST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

June 20, 2019

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:33 pm.

**SWEARING IN OF TRUSTEE**

Village Clerk Sheila McGann swore in Trustee Linda Marron.

**ROLL CALL**

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Linda Marron, and Beverly Helm

Absent: Felicia Rangel (arrived 7:36 pm)

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

Also present: Village Clerk Sheila McGann, Jerry Pierson

**ELECTION OF OFFICERS**

Trustee Marron nominated Trustee Merchant as president.

Trustee Rangel seconded.

The motion passed.

Trustee Rangel nominated Trustee Marron as vice president.

Trustee Merchant seconded.

The motion passed.

Trustee Marron nominated Trustee Rangel as secretary.

Trustee Merchant seconded.

The motion passed.

**STRATEGIC PLANNING UPDATE**

Community Engagement Coordinator Brittany Coleman gave an update on the Strategic Plan progress. She talked about her programs and outreach efforts. The majority of survey participants have rated the programs very good. The Board talked about some programs they have enjoyed.

## **APPROVAL OF MINUTES**

The minutes of the regular meeting of April 18, 2019, and the special meeting of April 20, 2019, were approved as submitted.

## **COMMUNICATIONS**

Library Director Osuch passed around the new Library calendar.

## **FINANCIAL REPORT**

Library Director Osuch noted that the Library is in good shape heading into the end of the fiscal year. Trustee Helm asked about information from the police department regarding the security costs. Library Director Osuch stated that a security position will be posted at the police station in July. The Board discussed how many officers would be needed.

## **REPORT OF THE BOARD PRESIDENT**

President Merchant received a letter of resignation from Joseph Woods. There are now three vacancies, so three will be considered a quorum until the positions are filled. The Board is accepting applications for trustee until June 30.

## **REPORT OF THE LIBRARIAN**

Library Director Osuch highlighted the Life Ripples Book Circle. Formerly, staff have lead the book discussions, but now two members have stepped up as co-leaders. Library Director Osuch read some comments from a recent survey of participants. The book for September is *Where the Crawdads Sing*.

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

Library Director Osuch thanked Jerry Pierson for being present. He will soon be sworn in to the Olympia Fields Public Library Board.

## **REPORT OF COMMITTEES**

Finance: Trustee Helm asked whether there was a date for a meeting with Village Finance Director Mark Pries. The Board talked about setting a date.

## **DISASTER RECOVERY PLAN – 1<sup>ST</sup> READING**

Trustee Helm noted a suggestion on page 24. She would prefer to have staff call the paramedics in all cases of serious accidents. The patron can accept or refuse services. The Board discussed having patrons who decline medical treatment sign a waiver. Library Director Osuch stated that the Library has an incident report. The Disaster Recovery Plan should be changed to note the incident report and declination of services.

### **CANCELLATION OF THE JULY MEETING**

Trustee Marron moved to cancel the regular board meeting in July 2019.  
Trustee Rangel seconded.  
The motion passed.

### **LIBRARY DIRECTOR EVALUATION**

The Board will conduct the evaluation in executive session.

### **EXECUTIVE SESSION**

At 8:10 pm, the Board adjourned to Executive Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees under Section 5 ILCS 120/2(c)(1).