

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 19, 2017

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:05 pm.

ROLL CALL

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Linda Marron, Sandra Flowers, Beverly Helm, Keith Supler, and Joseph Woods

Absent was: Felicia Rangel

Olympia Fields Public Library Trustee: Carolyn Johnson

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

Also present: Village Trustee Georgia O'Neill

STAFF PRESENTATION ON LIBRARY GARDENS

Staff member Victoria Wittig gave an overview of the gardens at the Park Forest Public Library. Ms. Wittig presented herbs from the Herb Garden. Another garden is the Pollinator Garden, which is certified as a Monarch Way Station. The Butterfly Garden needed replanting this year. She talked about future plans and programs. She is applying for grants to enhance the gardens.

APPROVAL OF MINUTES

The minutes of the regular meeting of September 21, 2017, were approved as submitted.

COMMUNICATIONS

Library Director Osuch passed the sharing basket with flyers for upcoming programs. The Library has IPO (Illinois Philharmonic Orchestra) tickets available for patrons.

FINANCIAL REPORT

Library Director Osuch had nothing to note.

REPORT OF THE BOARD PRESIDENT

President Merchant was impressed with the Harvest Fest at the Library. She and Trustee Woods attended the ILA (Illinois Library Association) Conference. She brought a handout for the trustees on the role of the library trustee. She also shared information about the Open Meetings Act.

Trustee Woods talked about his experience with the ILA conference and passed around a pamphlet.

Trustee Helm addressed an email from President Merchant asking for materials to be included in the Board packet to be submitted to her by the Wednesday the week before the meeting. President Merchant stated that this new procedure would help everyone on the Board to have time to read and prepare for discussions during the meeting.

REPORT OF THE LIBRARIAN

Library Director Osuch passed around a booklet from the ILA conference. Eleven staff members attended the ILA conference this year. A staff sharing session will take place on Saturday, October 28 to discuss the sessions the staff attended.

Library Director Osuch announced that the parking lot project should be completed by November 10. The start of the Potpourri of lectures series will be delayed until November 30. The first Little Free Library was installed near the Metra station. The new police chief is Christopher Mannino, and Library Director Osuch will meet with him next week to talk about library security. Trustee Supler asked whether the staff feels an off-duty police officer is necessary. Library Director Osuch expressed concern with the number incidents from patrons recently.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Olympia Fields Public Library Trustee Carolyn Johnson announced that the Olympia Fields Library Board is planning an outreach program at the library from 2-4 pm on November 5. They would like to increase the number of households that have library cards. One incentive prize is a Kindle. There are other drawing prizes for library cardholders. They are sending out flyers to all households in Olympia Fields. The Board is trying to fill a vacancy, and three present members do not plan to run for reelection.

REPORT OF COMMITTEES

Strategic Planning: Trustee Helm gave a report on the creation of surveys.

Olympia Fields: No report

Friends: No report

Finance: No report

Village: No report

PERSONNEL POLICY

Trustee Helm asked about a change under exempt employees. Library Director Osuch explained that the law changed, and the only exempt employee at the Library is the library director.

Trustee Helm asked about the section on Harassment and requested that a change be made that the police should be called. President Merchant stated the difference between harassment and criminal assault. Trustee Helm asked that the attorney be present at the next meeting to answer questions. Olympia Fields Trustee Johnson talked about harassment and the procedure to follow. The police are not involved in cases of harassment.

Trustee Flowers talked about the harassment policy at Harvey Public Library, and the policy does not state that the police should be called for cases of harassment. Library Director Osuch had talked to the attorney about the current wording, and the attorney submitted a letter with her recommendations.

Trustee Helm asked that the word “written” be added under appraisals. She also asked the word “will” be changed to “may” for salary increases.

LIBRARY SURVEY

President Merchant stated that this survey will be available online.

Trustee Helm moved that the Board approve the Library Survey as presented.
Trustee Supler seconded.

Trustee Marron asked why employment status was a question. Trustee Supler answered that when he was unemployed, he used the library a great deal for job seeking.

The motion passed.

LEVY 2017 – 2ND READING

Trustee Helm moved that the Board approve the levy for 2017 as submitted.

Trustee Woods seconded.

The motion passed by roll call vote: 6 in favor, 0 against, 1 absent, 0 abstentions

DONATION PROPOSAL

President Merchant noted a legal opinion from the Library’s attorney that public funds cannot be donated to a library out of state.

Trustee Helm asked to amend her motion to donate only the Donna Wade fund. Library Director Osuch will bring an itemized list of expenditures from the Donna Wade fund to the next meeting.

President Merchant noted that Donna Wade specifically donated the money to the Park Forest Public Library.

Trustee Supler suggested raising money through fundraising efforts. The American Library Association Disaster Relief Fund is a possible organization for making a donation.

PER CAPITA GRANT FY18 – TRUSTEE REVIEW

The Board reviewed the materials.

LIBRARY TEMPORARY CLOSING TIME

Trustee Marron moved that the Board approve a closing time of 7:00 pm on Monday through Thursday beginning October 23, 2017, and going through the end of the parking lot construction. Trustee Flowers seconded.

Library Director Osuch talked about the staff leaving at night with the parking lot under construction. There are tripping hazards, and everyone at the library has to walk to farther parking lots. Trustee Helm expressed her concern over staff losing hours or changing hours. Trustee Marrons stated that she saw it as a safety concern. Trustee Supler stated that he is not in favor of cutting library hours.

Trustee Helm suggested paying employees for the time they would have worked during the hours that the library will be closed. Trustee Flowers asked how the staff feels about this change. Library Director Osuch stated that the staff requested the change.

Trustee Flowers asked whether many patrons use the library at that time. Library Director Osuch stated that patrons do not come in much after 7 pm.

The motion passed.

LIBRARY PAPER SURVEYS: SENIOR CITIZENS, ELEMENTARY SCHOOL STUDENTS, AND HIGH SCHOOL STUDENTS

Trustee Helm asked for the Board to consider voting on the surveys tonight.

President Merchant asked for discussion on the survey for senior citizens. The Board made no changes.

Trustee Supler moved that the Board approve the three surveys. Trustee Woods seconded.

Trustee Supler asked about tracking the survey replies. Library staff will track the survey responses.

The motion passed.

ADJOURNMENT

The meeting adjourned at 8:35 pm.