

PARK FOREST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

September 17, 2020

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

**ROLL CALL**

Those present were:

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

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

**APPROVAL OF MINUTES**

Trustee Rangel noted that Canopy should be spelled Kanopy.

The minutes of the regular meeting of August 20, 2020, were approved as corrected.

**COMMUNICATIONS**

Library Director Osuch shared a certificate for the beautification award from the Village of Homewood. The winners may apply for a sign to display on the property.

**AUDIENCE TO VISITORS**

No one addressed the Board.

**FINANCIAL REPORT**

President Merchant asked about an item on the Checks Paid report. Library Director Osuch said she would get the specifics to the Board.

Trustee Marron asked if the Library is ordering more books. Library Director Osuch stated that staff could prepare a report.

Library Director Osuch stated that there was a revised financial report with tax income included.

**REPORT OF THE BOARD PRESIDENT**

President Merchant stated that she is pleased to see that the library has started work on the roof. Library Director Osuch said that the work was finished this week.

President Merchant said that she is glad that the library still has a number of programs on offer to the community. She asked about the contract length for Kanopy, a streaming service. Staff member Millie Robles answered that it is a year contract. The library pays per usage. Patrons are capped at eight uses per month. The estimated cost was \$3,000 for the year. Staff member Millie Robles stated that different videos have different costs. The library will get monthly reports on usage. Library Director Osuch stated that she sent the link for Kanopy to the Board members.

### **REPORT OF THE LIBRARIAN**

Library Director Osuch noted that the Library started expanded hours for curbside service. The Library began appointment booking for next week. The Potpourri group is planning a series for the fall via Zoom.

President Merchant asked about the hours for appointments. The last appointment will be for 6:00 pm on Tuesdays and Thursdays. Trustee Marron asked about computer appointments. Staff member Millie Robles answered that they are working with patrons to see what time works best for them. The Library is using booking software. Trustee Elmore asked how many computers are available. There are four for adults, four for tweens, and three for kids. The computers are cleaned in between uses. Patrons will come in the back door. A person will check in patrons at the back door. Trustee Marron asked how traffic will be managed if they are coming and leaving by the back door. Library Director Osuch answered that appointments will keep the numbers down. Trustee Rangel asked whether the appointment can be made online. Staff member Millie Robles answered that people are making appointments over the phone right now so staff can explain the expectations. Trustee Marron asked why patrons are limited to two visits per month. Staff member Millie Robles answered that the idea was to give an opportunity for as many patrons as possible. The Library will adjust as necessary.

Trustee Rangel asked for a weekly status report on the appointment usage. Trustee Pressler wants to know how many people cannot get an appointment when everything is booked and how many people cannot get an appointment because they used up their monthly quota. President Merchant mentioned the other services that will be available. The faxing appointments are for thirty minutes.

President Merchant asked whether residents can come in to use services without a library card. The Library staff can look up people in the water bill book. They can still book appointments for faxing or copying services. A card is necessary for computer use.

Trustee Rangel asked about the express computers. Staff member Millie Robles answered that those computers are not available right now.

President Merchant asked whether people who do not have library cards are going to show picture IDs to get into the Library. Staff member Millie Robles answered that staff will check IDs at the back door.

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

Library Director Osuch stated that she talked with the president of the Olympia Fields Public Library Board. They are not meeting in September.

## **LIBRARY SECURITY**

President Merchant stated that the Board had planned to start services in 2021. She said that she did not think that security would be necessary for the few people who would be coming in for appointments. She said that when the Library reopens fully, the Library will look at security services.

Trustee Marron asked why Library Director Osuch is asking for a security guard at the back door. Library Director Osuch stated that it is a safety issue for the staff and the public. The Library will be transitioning to more services, and she would like to start working with a security company.

Trustee Marron asked how the Library is set up for appointments. Library Director Osuch stated that there is a staff point set up at the backdoor. The staff member will walk the patrons to the section where they have an appointment.

Trustee Rangel stated that she would like to see how popular the appointments are before paying for security.

Trustee Pressler stated he liked the idea of transitioning with the security staff, but the Library does not know yet when the Library will open to the public again. When the Library decides to open to the public again, the Board could hire a security company for the transition period.

Trustee Rangel asked what the leadtime is for the security company to start. Library Director Osuch answered that they would need a week to ten days.

President Merchant stated that the Board is in agreement that they would like to wait on security services. Trustee Rangel stated the hours in the contract for BPS were Monday through Thursday. She asked about Fridays and Saturdays. The Library had originally requested only Monday through Thursday hours. Library Director Osuch stated that DBATS is not accepting new clients at this time.

President Merchant asked whether the Library would open on Sundays. Library Director Osuch answered that the Library will not be open Sundays for the present.

## **INTERNET USE POLICY**

Trustee Pressler moved that the Board approve the Internet Use Policy and Procedures.  
Trustee Garçon seconded.  
The motion passed: 6 in favor, 0 against

### **COMMENTS**

Trustee Marron asked about the drive-up window. President Merchant stated that the Library is waiting on a contract with the Village.

Trustee Marron said she did not get a copy of the five-year capital plan. She also commented that she would like to see the Drive-up Window back on the agenda. She said that to return items, patrons have to get out of their cars.

President Merchant said that the Board needs to set up another meeting with the attorney to discuss the contract.

### **ADJOURNMENT**

The meeting adjourned at 8:37 pm.