

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 20, 2018

The regular meeting of the Park Forest Public Library Board of Trustees opened at 6:59 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 (arrived 7:15 pm)

Park Forest Public Library Staff: Barbara Osuch, George Manno, Jennifer Oosterbaan, Millie Robles, Renee Wick-Brink, Anna Swanson, Janet Landingham, and Mary VanSwol

Also present: Alice McBride

APPROVAL OF MINUTES

The minutes of the regular meeting of August 16, 2018, were approved as submitted.

COMMUNICATIONS

Library Director Osuch gave the trustees copies of Bookpage. She also passed around the latest book discussion book by Neil DeGrasse Tyson. She passed the sharing basket of flyers and talked about upcoming programs. The Chicago Botanic Garden sent the Library parking passes.

INTRODUCTION OF NEW STAFF

Library Director Osuch introduced new staff members, Janet Landingham and Anna Swanson.

AUDIENCE TO VISITORS

Alice McBride announced that the Friends of the Library annual pecan sale will begin November 12. Last year, they sold 24 boxes of pecans.

FINANCIAL REPORT

Library Director Osuch noted that she will talk about the levy request during her report.

REPORT OF THE BOARD PRESIDENT

President Merchant stated that the Board will have a strategic planning meeting, and they will not discuss strategic planning at tonight's meeting. She met the superintendent of school district 163 and took a tour of the building. President Merchant was thrilled to participate in Butterfly Fest and release a butterfly. She congratulated the staff on all their work to create the Butterfly Fest.

REPORT OF THE LIBRARIAN

Library Director Osuch shared pictures from the Butterfly Fest. The patrons released 162 butterflies.

Library Director Osuch talked to Village Finance Director Mark Pries about next year's levy. He recommends a 0% increase. This would mark the fifth consecutive year of a 0% increase.

Library Director Osuch talked about a memo she sent out regarding the cost and history of a new entrance to the Library. Trustee Marron asked about getting more details on the cost. Library Director Osuch recommended that the Board approve a cost of \$25,000 for a study to be done if they want to create a new entrance.

Staff member George Manno talked about building and parking issues.

Trustee Marron asked about the possibility of a drive-up pickup window. Library Director Osuch offered the suggestion of utilizing homebound delivery. The Board discussed services to seniors.

REPORT OF COMMITTEES

Olympia Fields: Library Director Osuch noted that their focus group is this Sunday at 1:30 pm.

Friends: Trustee Woods suggested that he meet the executive board, and they will meet soon.

SAFETY OF CHILDREN IN THE LIBRARY – 2ND READING

Trustee Flowers moved to approve the Safety of Children in the Library Policy as submitted. Trustee Supler seconded.

Trustee Helm proposed an amendment to the procedures when there is an unattended child in the Library:

If it is necessary for the Park Forest police to assume custody of an unattended child at the Park Forest Public Library, the staff will note in writing the officer's name, badge number, and the time the officer assumed custody.

A correction was noted: resume should be assume.

The Board approved the corrections.

The motion passed.

JOB DESCRIPTIONS

Trustee Flowers moved to approve the job descriptions as submitted.

Trustee Woods seconded.

The motion passed.

COMMUNITY ENGAGEMENT COORDINATOR

The Board discussed the new position and whether the position should be full-time. The hourly rate would be \$21.33 and would include benefits if full-time. The position is based on the one formerly held by Victoria Wittig.

Trustee Rangel moved to approve the job description of Community Engagement Coordinator as submitted.

Trustee Flowers seconded.

The motion passed.

NON-RESIDENT CARD RESOLUTION

Trustee Rangel moved that the Board approve the resolution to participate in the Public Library Non-Resident Services Act.

Trustee Supler seconded.

The motion passed by roll call vote: 7 in favor.

ADJOURNMENT

The meeting adjourned at 8:05 pm.