

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

April 19, 2007

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:06 p.m.
Those present were:

Park Forest Public Library Board Members: Peg Donohue, Joan Larsen, Linda Marron, Dennis McGoldrick and Penny Shnay. Gail Graham arrived at 7:45 p.m.

Absent: Fritz Wildermuth.

Park Forest Public Library Staff: Barbara Byrne Osuch, Golam Kibreah, George Manno, Brian Vagt, Mary VanSwol, Mary Paleologos and Nancy Kupec.

Olympia Fields Public Library Board Member: Joan Braden.

Visitors: Rob McCray, Village of Park Forest Trustee, and Gary Marron.

PUBLIC HEARING OF PARK FOREST PUBLIC LIBRARY FY 2007-2008 BUDGET

The FY 2007-2008 was submitted for review. There were no questions or comments.

LIVE HOMEWORK HELP TUTORING PRESENTATION

Mary VanSwol, Adult Services Librarian, presented an overview of the Tutor.com website that will be available to the Library's patrons. The site is accessible at this time, but the formal start of the program will be May 1st.

This instructional online tool provides real time interactive instruction for students in grades 5-12. Live tutors who are certified in the subjects of math, science and social studies at the appropriate grade levels provide private instructional sessions with students. The details of how the system works was explained and explanations included an overview of the various tools used in the session, screening procedures for tutors and specific guidelines for interaction.

This service, partially funded through the generosity of the Friends of the Park Forest Public Library, will be available in-house from 3:00 p.m. until 8:00 p.m., seven days a week, with Spanish speaking tutors available Sunday through Thursdays from 3:00 p.m. until 7:00 p.m. The website is also available to patrons from their home computers during these hours with a valid Park Forest Library card and an authentication code.

The program will be widely publicized and promoted within the school districts, during the summer reading program and in the *Forest & Fields* newsletter.

APPROVAL OF MINUTES

Trustee McGoldrick moved approval of the minutes of the Finance Committee meeting of February 28, 2007, the regular meeting of March 15, 2007, the Budget Meeting of March 20, 2007, and the Strategic Planning Committee meeting of March 21, 2007 as submitted.

Trustee Donohue seconded.

Motion carried.

COMMUNICATIONS

Ms. Osuch noted:

- A letter from Jesse White, Secretary of State, was received announcing the award of the Per Capita Grant to the Library for \$28,705.76.
- A thank you note from Linda Irono for the gift received from the Trustees of Park Forest and Olympia Fields Public Libraries on her retirement was distributed.
- A letter from an anonymous patron was distributed. It noted appreciation for the many improvements in the service to patrons.
- Congratulations were extended to Mary Dankowski, Village Finance Director, and her staff on their recent award received for Excellence in Auditing for the eleventh year in a row. Her assistance to the Library has been invaluable through the years.

President Shnay then read a letter received from Trustee McGoldrick. He and his family will be moving from Park Forest and his last meeting as a Library Board Trustee will be May 17th. President Shnay, on behalf of the Board, thanked Trustee McGoldrick for his years of service to the Library and assured him that he will be truly missed by all.

The appointment procedure to replace Trustee McGoldrick will begin immediately. Applications will be available in the Administrative Offices and a notice of the vacancy will be published in the local newspaper. The interview process will begin as soon as possible.

AUDIENCE TO VISITORS

George Manno, on behalf of the Library staff, congratulated Trustees Larsen and Marron on their successful bids for reelection.

FINANCIAL REPORT

It was noted:

- The Library is 75% through the fiscal year.
- The Top Shelf Book Sale total for March was \$711.90
- Expenditures that have exceeded 75% were reviewed during the budget process and adjustments were made to the accounts for FY 2007-2008.

Trustee Donohue thanked Trustee Marron for the supplemental financial reports included in the Board packet.

REPORT OF THE BOARD PRESIDENT

President Shnay noted:

- Congratulations to Trustees Larsen and Marron on their recent victories in the election. The Board is looking forward to collaborating with the Library Trustees and the newly elected Village Trustees as well.
- The swearing-in of the Trustees will be held at the May 17th regular meeting. Also, the Board reorganization and election of officers will take place at that time. Trustees should contact President Shnay regarding preferences they have concerning committee assignments before the May meeting.
- The Trustees received a letter from an anonymous patron concerning their return to using the library after many years. The patron had been using other area libraries and recently returned to Park Forest Library. The changes encountered from the friendliness of the staff to the number and variety of new programs will keep the patron returning to our facility.
- The effort of the staff in welcoming patrons has been significantly noted by the fact that more adult items have circulated during the ten months of the current fiscal year than in the whole of the previous year.

Trustee Donohue mentioned that when she was seated on the Board, a concern was the decrease in the circulation numbers and that the trend had been continuing for several years. She complimented the staff on their concerted efforts to bring about the changes to the circulation statistics.

It was noted that the new Tutor.com program is an indication of the concern the Library has for its younger patrons as well.

REPORT OF THE LIBRARIAN

Ms. Osuch noted:

- The Library received an unexpected and greatly appreciated \$1,650 grant from the Florence Kaplan Foundation in Chicago Heights with the stipulation that it be used for Youth Services programming.
- In consideration of the Library's continuing outreach, 72 patrons participated in a day long Diabetes Awareness program held in conjunction with the Park Forest Public Health Department. Continuing this outreach, the library will host a series of films focused on healthy eating followed by group discussion on Wednesdays at 3:00 p.m. through mid-May.
- The Library received an LSTA 2007 Disaster grant award of \$4,900. This funding was a direct result of State Representative Al Riley's efforts on behalf of the Library.

- National Library Week was highlighted by the Library Advocacy Day events in Springfield today. Olympia Fields Public Library President Mary Lubertozzi attended on the library's behalf. Tote bags with information on our Library were distributed to all local legislators and a small gift was given to Representative Riley in recognition of his recent efforts.
- The Homework Help tutoring program will provide monthly statistics on in-house and remote session use. This will be reported to the Board regularly.
- A far-reaching promotion of the new Tutor.com will be made at local schools during their open houses and a presentation will be made to the Village Board of Trustees.
- The Women's History Month presentation has been rescheduled for April 21st at 2:00 p.m. Former State Representative Robin Kelly and Marge Friedman Sherr will be featured speakers.
- During National Library Week, the staff will again conduct the Food for Fines program.
- The Summer newsletter and Summer Reading Program brochure have been sent to the printer.
- Trustee Larsen presented a short talk at the Potpourri Lecture to inform attendees on the Library's Gift Book program which includes gifts, endowments and Adopt-a-Magazine. These items will also be featured in the newsletter.

REPORT OF THE COMMITTEES

Personnel: No report. The evaluation forms for the Library Director's evaluation will be emailed to the Trustees for completion.

Library Services and Community Relations: The Volunteer Appreciation Luncheon will be held on April 25th. Trustees from both Park Forest and Olympia Fields Public Libraries are invited to attend.

The Village graciously donated a selection of wine glasses and tumblers to be used as gifts for the attendees.

Building and Grounds: No report.

Technology: No report.

Finance: The Trustees thanked the committee for their efforts in preparing the FY 2007-2008 budget.

Friends: Points noted, included:

- Ms. Osuch attended the organization's March meeting and offered to have staff sell used books at the Library's booth at the Farmers' Markets throughout the summer. No response has been received from the membership.
- The April meeting was conducted by Acting President Gary Marron. A general meeting of the Friends of the Library is tentatively scheduled for June 7th at 7:00 p.m. The slate of officers will be elected during this meeting.
- The organization would like to hold a book sale in the Fall of 2007.

- A booth will be manned during the May 5th Farmers' Market. Evaluations and decisions concerning continuing their involvement at the markets will be made following this event.

Discussion ensued concerning acknowledging former Friends of the Library's President Frank Baecher for his many years of dedication to the organization.

Historical Society: The Hall of Fame induction was held on April 15, 2007. The well received ceremony was a tribute to the many years of service by the persons being honored.

Olympia Fields: Trustee Braden noted:

- President Lubertozi delivered all but two legislator packets during her time at the Library Advocacy Day in Springfield.
- A pending bill regarding filters in libraries will be going for a vote. It was recommended that all Trustees contact their representatives concerning this proposal. The specific information on the legislation will be emailed to both libraries' Trustees.
- The Olympia Fields Trustees contributed to the Volunteer Appreciation brunch.
- Many favorable comments have been received from community members regarding the Library and how the atmosphere is upbeat and the staff very friendly.
- The Friends of the Library are using a room at the old Olympia Fields Village Hall for storing their special books collection. Lois Hinde has received permission to use a laptop in that room for her Internet pricing searches.
- Congratulations were extended to Trustees Kelly and Pierson on their reelection to the Library Board.

REVIEW OF THE EXECUTIVE SESSION MINUTES

This item was tabled until the May 17, 2007 regular Board meeting.

BUDGET AMENDMENTS FY 2006-2007

Trustee Donohue moved approval of the two amendments to the FY 2006-2007 Budget Accounts 031500-520620 IMRF Retirement Benefits and 031500-520610 FICA Retirement Benefits to reflect budgeted totals of \$57,000 and \$62,100 respectively.

Trustee Marron seconded.

Motion carried by unanimous roll call vote with one Trustee absent.

STRATEGIC PLAN UPDATE

The next meeting of the Strategic Planning Committee will be held on April 24th at 11:00 a.m. Village and Library Trustees and Staff will be attending the presentation by the architects of Engberg Anderson Design Partnership, Inc.

A number of ways to honor former Friends of the Park Forest Library Board President Frank Baecher were discussed. It was decided that the Library Board would make a donation in his honor and his name will be entered on the Gift Donation Plaque in the lobby. It was also

suggested that an article be submitted to The STAR Newspaper recounting Mr. Baecher's service to the library.

Trustee Donohue moved approval of the expenditure of \$100 for a donation on behalf of the Park Forest Public Library Board of Trustees in honor of Frank Baecher's service as President of the Friends of the Library.

Trustee McGoldrick seconded.

Motion carried.

ADJOURNMENT

Trustee McGoldrick moved to adjourn the regular meeting of the Park Forest Public Library Board of Trustees at 8:07 p.m.

Trustee Donohue seconded.

Motion carried.

Gail L. Graham
Library Board of Trustees