

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 21, 2008

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:38 p.m.
Those present were:

Park Forest Public Library Board Members: Peg Donohue, Joan Larsen, Gail Graham, Linda Marron, Sevena Merchant, Penny Shnay and Fritz Wildermuth.

Olympia Fields Public Library Board Member: Corine Hawthorne.

Park Forest Public Library Staff: Barbara Byrne Osuch, Brian Vagt, George Manno, Mary Paleologos, Sharon O'Leary and Nancy Kupec.

APPROVAL OF MINUTES

Trustee Wildermuth moved approval of the minutes of the regular meeting of January 17, 2008 as submitted.

Trustee Merchant seconded.

Motion carried.

COMMUNICATIONS

None.

AUDIENCE TO VISITORS

No remarks or comments were made.

FINANCIAL REPORT

Ms. Osuch noted the Financial Report had not been received from the Village.

REPORT OF THE PRESIDENT

President Shnay noted:

- The Potpourri sessions have continued to be well attended.
- Ongoing programs and Youth Services programming are bustling with activity and well attended.
- A Special Board of Trustees meeting will be held on Tuesday, March 4, 2008, at 7:00 p.m. for a review of the Library Audit presented by Mary Dankowski, Village Finance Director. If any Trustee is unable to attend, convey questions to Ms. Osuch or President Shnay prior to the meeting.

REPORT OF THE LIBRARIAN

Ms. Osuch noted:

- The 2008 Neighborhood Heroes program hosted on February 9th was well attended and a wonderful presentation. Honorees Joe Butler, Alicia McCray and Al Riley shared comments, feelings and experiences with those present. Entertainment was provided by Spear-It, an African Drumming Experience led by Jovani Robertson.
- Park Forest Public Library as a Destination continues with registration for the Girl Scouts of America on February 26th and a safety program to instruct children on how to find a safe way to and from school presented by the Chicago Bicycle Foundation on March 1st.
- The Library has partnered with School District 162 to host nutrition workshops for children, teens and adults beginning February 16th. Chris Blue of the Park Forest Health Department will present short introductions to participants on the Village-wide 10-Ton Challenge program.
- A Local Authors Showcase will be held on March 1st.
- The Tall Grass Arts Association will open an exhibit “Worlds Imagined: The Art of Children’s Books” on March 7th. The Library’s Youth Service Department will present several story times at Tall Grass during the exhibition run. Also, the Library is donating two gift baskets for the Beaux Arts Ball raffle featuring books by the illustrators participating in the exhibition.
- One Library, One Book concludes for this series on March 8th with a final chapter reading by Miranda Joebgen and a discussion panel led by President Shnay and Judge Funderburk.
- Public Safety will be the topic discussed during the Staff In-Service on February 29th. Also, a representative from each public service department will be attending a two-part MLS workshop on public safety issues titled Black Belt Librarians on February 28th.
- A meeting with Tom Mick, Village Manager, and Mary Dankowski, Village Finance Director was held on February 18th. A tour was made of the library highlighting roof leaks, ceiling damage, obsolete and damaged lighting fixtures and the basement.

It was requested that the Library receive a copy of the finding of the visualization report and repairs to the basement drainage system conducted by the firm of Reid Peterson last Fall. The report was received and copies were distributed to the Trustees.

As a result of this discussion, Mr. Mick felt that both gables of the roof should be replaced as soon as possible and will bring this to the Village Board of Trustees’ attention at the meeting on February 23rd. Capital expenditures will be the focus of the discussion. Hopefully, the Library repairs will receive a priority status and the expenditure increased to cover the repairs in the current fiscal year.

As a result of these discussion, Bartosh Construction was contacted regarding estimates for work including the replacement and/or relocation of the public entrance doors and upgrading the lighting.

REPORT OF THE COMMITTEES

Personnel: No report.

Library Services and Community Relations: No report.

Building and Grounds: No report.

Technology: No report. Blue Ray DVDs are now being added to the collection.

Finance: Trustee Marron reported that the committee had met and that it will break into two groups to focus on technology and personnel budget allocations. A combined committee meeting will be scheduled for March 11th at 7:00 p.m. to prepare the budget for presentation at the March 20th regular Board meeting.

Friends: No report.

Trustee Larsen shared her pleasure with interviewing the new Youth Services Librarians, Sharon O’Leary and Susan Stumbaugh for the Friends of the Library newsletter. She was impressed with their enthusiasm, camaraderie and spirit.

The Friends of the Library continue to be in a transition period. It is felt that the scope of the activities have changed. A newsletter is being prepared that will hopefully hold the current membership and an invitation for members to participate on the Board. It is felt that the Library, as a separate entity from the organization, must be patient, supportive and non-intrusive during the process of the Friends transition.

Historical Society: President Shnay noted:

- The Grand Opening of the 1950s House Museum was held on February 2, 2008. Fifty people have toured the facility.
- The organization is seeking volunteers to work with materials housed in the Library.
- The Gavin Foundation program was well attended.

Olympia Fields: Trustee Hawthorne expressed her pleasure at the increase in programming at the Library. It was noted that programs will be held at The Parks in Olympia Fields. It was also requested that attendance by Olympia Fields patrons be tracked where possible.

LIBRARY ROOF UPDATE

This topic was discussed in detail during the Report of the Librarian. An on-going appraisal of the roof and basement will continue through the Spring rainy season.

LIBRARY POLICY XVIII—CIRCULATION OF LIBRARY MATERIALS, 2ND READING

Trustee Larsen moved approval of the Library Policy XVIII—Circulation of Library Materials as submitted.

Trustee Donohue seconded.

Motion carried.

Discussion ensued and several changes in the document were requested.

Trustee Merchant moved to amend Library Policy XVIII—Circulation of Library Materials under Loan Periods, eliminate No. 1, part of No. 2 on the back issues of magazines, and all of No. 3

under College Catalogs and place Magazines, current issues in the first sentence under that heading and renumber the section.

Trustee Larsen seconded.

Amendment carried.

Another voice vote was taken to move approval of Library Policy XVIII—Circulation of Library Materials as amended.

Motion carried by unanimous voice vote.

LIBRARY POLICY IV—SCHEDULE OF FEES, 2ND READING

Trustee Wildermuth moved approval of Library Policy IV—Schedule of Fees as submitted.

Trustee Merchant seconded.

Motion carried.

NEW MILEAGE RATE

Trustee Merchant moved approval to reimburse business mileage at the new rate of 50.5 cents per mile in accordance with IRS procedure and that the monthly mileage allowance of the Library Director and Community Services Assistant also reflect the increase.

Trustee Wildermuth seconded.

Motion carried.

LIBRARY POLICY XII—PERSONNEL POLICY, 1ST READING

Suggested revisions to the current policy were discussed. Recommendations of the Personnel Committee will be reflected in the second reading of the policy.

PROPOSAL FOR SPACE PLANNING SERVICES

The motion was withdrawn after consideration of the building meeting held with Tom Mick and Mary Dankowski.

EXECUTIVE SESSION

The Executive Session was placed on the agenda in case of need. No session is necessary at this time.

ADJOURNMENT

Trustee Donohue moved to adjourn the regular meeting of the Park Forest Public Library Board of Trustees at 8:25 p.m.

Trustee Larsen seconded.

Motion carried.

Gail L. Graham
Library Board of Trustees