

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 17, 2008

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:34 p.m.
Those present were:

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

Absent: Peg Donohue.

Olympia Fields Public Library Board Member: Robert Pierce.

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

Visitors: Gary Marron.

APPROVAL OF MINUTES

Trustee Marron moved approval of the minutes of the regular meeting of November 15, 2007 as submitted.

Trustee Larsen seconded.

Motion carried.

COMMUNICATIONS

Ms. Osuch shared:

- A thank you note was received from the Children's House Day Care for their inclusion and special seating during the Ella Jenkins concert hosted by the Library at Freedom Hall. An article about the event was also included in the Day Care's newsletter.
- The S.H.A.R.P. Group of Olympia Fields sent a thank you to the Library for the use of the facility during their meeting on December 6, 2007. The group wished to compliment the staff on their helpfulness and the quality of the rooms provided for public use.
- The front page of the January 10, 2008 issue of the Daily Southtown/STAR featured a picture of Cliff Petrak's program on Speed Math hosted by the Library. Mr. Petrak's presentation was well received and he will be returning for a session on sport statistics during the Summer Reading Program.
- The Daily Southtown/STAR also featured a lengthy article on the Hat and Mitten Giveaway at the Library on January 17th.

It was announced that former Park Forest Public Library Administrative Librarian Neal Ney will be retiring from his current position at the Evanston Public Library in October 2008. The Library Trustees and Staff wish him well.

AUDIENCE TO VISITORS

No remarks or comments were made.

FINANCIAL REPORT

Ms. Osuch noted:

- The Library is 41.6% through the fiscal year.
- The Library Audit was received from the Village and distributed to Trustees.
- Village Finance Director Mary Dankowski will be invited to the February 27, 2008 meeting to present the audit.
- An informal meeting will be held with Ms. Dankowski on February 22nd. Ms. Osuch invited Trustees to contact her regarding any questions they had regarding the audit that they could like brought to Ms. Dankowski at that time.
- The supplemental financial reports for September, October and November were distributed.

REPORT OF THE PRESIDENT

President Shnay noted:

- The Potpourri sessions have continued to be well attended.
- General program attendance has continued to increase.
- The recent roof problems were discussed. The Trustees wished to thank the staff for their efforts and patience during the recent water problems.
- The budget planning for fiscal year 2008-2009 will begin this month.

REPORT OF THE LIBRARIAN

Ms. Osuch noted:

- The Hat and Mitten Giveaway on January 17th was another success. Thanks was extended to staff coordinators George Manno and Maria Pannone. Also, many thanks were given to the staff and patrons for their generosity in providing the clothing that was distributed.
- George Manno was nominated as a Local Hero by the children at Illinois School. Mr. Manno will be a participant in the school's Heroes and Bullying program
- Ann Juttelstad, George Manno and Ms. Osuch held a brainstorming session recently on ways to increase the Library's visibility in Olympia Fields.
- Sharon O'Leary met with the Media Coordinators of Rich Central and Rich East High Schools. A detailed report of this meeting is included in the Youth Services Department report included in the Board packet.
- The Library is now supplying books to the Pediatric Department at St. James Hospital.

- Olympia Fields Village President Linzey Jones read the Night Before Christmas at a special holiday story time. Other Olympia Fields Trustees will be invited to participate in future activities at the Library.
- ChiroOne presented a program, Eat Like a Pig and Look Like a Twig, on January 12th. This is the first of a series of health related programs hosted by the Library and Park Forest Health Department.
- The Library's website is currently being redesigned. A web designer and Systems Manager Brian Vagt are working closely on this project.
- The Library closed January 8th in response to the numerous new roof leaks experienced during the heavy rains. The most critical area affected was the lighting above the Patron Services' Desk. Other leaks were in the Adult Reference stacks, Adult Fiction Room and the Network Administrators' office. The roofers were called and the problem areas were addressed. Generally, the Library does not receive any reports from the Village after repairs are completed.
- With the Trustees' approval, the Library will be closed for an all day staff in-service and relamping of the Library on February 29, 2008. Part of the in-service will be a presentation by an officer from the Park Forest Police Department on public safety.
- During a roof repair prior to January 8th, the workmen recommended that the Village inspect and evaluate the roof over the Youth Services Department. Apparently, there is a problem with the flashing and shingles in that area.
- The aging projector in the Ringing Room needs to be replaced. The current unit can no longer be serviced as parts are not available. A comparable replacement unit is approximately \$14,000. This item will be discussed during the budget process.
- Systems Manager Brian Vagt included the first report My LibDV use statistics in the Board packets.
- Patron Services Manager Renee Wick-Brink noted in her report that the Friends of the Library pecan sale was better than ever.
- An aquarium and fish were donated to the Youth Services Department by the Glenwood Plaza Pet Shop. The fifteen fish residing in the tank were named by children participating in a contest held in the department. A thank you was sent to the Pet Shop and another will be included in the next issue of the *Forest & Fields* newsletter.
- Sixty-four people attended the first Potpourri lecture of the Winter/Spring calendar.

REPORT OF THE COMMITTEES

Personnel: No report.

Library Services and Community Relations: No report.

Building and Grounds: No report.

Technology: No report.

Finance: Trustee Marron announced that the first meeting of the Finance Committee to discuss the FY 2008/2009 Budget will be held on Tuesday, January 22nd, at 7:30 p.m. All Trustees are invited to participate.

Friends: No report.

Trustee Larsen noted that the Friends of the Library have not met in many months and requested an update of the group's activities. It was noted that a newsletter has not been published recently nor have dues been actively solicited. It was felt this is the first time that there has been such a low level of organizational activity.

Trustee Wildermuth requested that the group be contacted regarding this matter and whether they are considering reorganization. He offered the group the support of the Library Trustees and Staff in their endeavors. The Library Board greatly respects the group and what they have done in the past, but requests some indication of their future direction.

Trustee Marron reported that the Friends of the Library seem to have lost a sense of camaraderie since being displaced from the basement by the flood in January 2007. She felt that the organization is desiring a new slate for officers and the nominating committee is currently seeking volunteers interested in serving in that capacity.

The Library Trustees voiced their support of the organization and expressed their desire to assist in any way that would be beneficial for both groups.

Historical Society: President Shnay announced that the Grand Opening of the 1950s House Museum will be held on February 2, 2008 at 12:30 p.m. One room has been decorated as a school room and will be used to bring local classes for educational field trips. The Historical Society is currently seeking docents and volunteers to help maintain their collection.

Olympia Fields: No report. As President Lubertozi will not be attending the next two meetings, Vice-President Kelly will act in her stead during her absence.

LIBRARY POLICY VII—PROGRAM REGISTRATION, 2ND READING

Trustee Marron moved approval of Library Policy VII—Program Registration as presented.
Trustee Larsen seconded.
Motion carried.

5-YEAR CAPITAL PLAN

Trustee Wildermuth moved approval of the 5-Year Capital Plan as submitted.
Trustee Marron seconded.
Motion carried.

Trustee Wildermuth requested that an estimate to replace the front entrance doors be prepared for the Strategic Planning Committee meeting on January 29th.

LIBRARY ROOF UPDATE

Further discussion on this was tabled due to the reports by the President and Library Director presented previously in the meeting.

STRATEGIC PLANNING COMMITTEE UPDATE

It was noted that the report on the basement drainage visualization conducted by Reid & Peterson had still not been received from the Village. The delay on this report greatly impacts any discussion that will be held during the Strategic Planning Committee meeting scheduled for January 29, 2008 at 7:00 p.m.

In lieu of possible renovation, it was recommended that a professional space planner be contacted to discuss how possible revised configurations of work and public space can improve utilization of the areas. It was also noted that any changes should be with consideration of the Library's service policy. Specific areas to be targeted for evaluation will be discussed further during the upcoming meeting.

Trustee Wildermuth moved approval to allow Barbara Osuch and the Library staff to work with Engberg Anderson Design Partnership on space planning to consider ways to reutilize current space without major rehabilitation.

Trustee Marron seconded.

Motion carried.

OLYMPIA FIELDS PUBLIC LIBRARY AGREEMENT FOR LIBRARY SERVICES

Trustee Larsen moved approval of the Olympia Fields Public Library Agreement for Library Services as recommended.

Trustee Graham seconded.

Motion carried by unanimous roll call vote.

It was noted that this three year renewal is subject to approval of the Olympia Fields Public Library Board of Trustees at their January 23, 2008 regular meeting.

CLOSING FOR STAFF IN-SERVICE DAY

Trustee Wildermuth moved approval to close the Library on Friday, February 29, 2008, for an all-day staff in-service day and relamping of the Library.

Trustee Graham seconded.

Motion carried.

LIBRARY POLICY XVIII—CIRCULATION OF LIBRARY MATERIALS, 1ST READING

Due to modifications made at MLS to promote better software applications for patron use system-wide, each library has been requested to change their loan parameters, if needed, to meet with the system recommendations. As a result, several changes need be made to this policy to comply with the planned modifications.

LIBRARY POLICY IV—SCHEDULE OF FEES, 1ST READING

The revised Library Policy IV—Schedule of Fees was presented for review and discussion.

ADJOURNMENT

Trustee Wildermuth moved to adjourn the regular meeting of the Park Forest Public Library Board of Trustees at 9:03 p.m.

Trustee Marron seconded.

Motion carried.

Gail L. Graham
Library Board of Trustees