

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 21, 2007

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:39 p.m.
Those present were:

Park Forest Public Library Board Members: Fritz Wildermuth, Penny Shnay, Gail Graham and Peg Donohue.

Absent: Joan Larsen and Linda Marron.

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

EXECUTIVE SESSION

Trustee Wildermuth moved that the Library Board adjourn to Executive Session for personnel matters regarding the appointment, employment, compensation, discipline, performance or dismissal of specific employees. The Board will return to the regular meeting at the conclusion of the Executive Session.

Trustee Graham seconded.

Motion carried by unanimous roll call vote.

The Library Board moved to Executive Session at 7:42 p.m.

Trustee Wildermuth moved to return to regular session with no action taken during the Executive Session.

Trustee Donohue seconded.

Motion carried by unanimous roll call vote.

Regular meeting resumed at 8:06 p.m.

REPORT OF THE PRESIDENT

President Shnay noted:

- A breakfast meeting was held with Mayor Ostenburg, Village Trustee McCray, Village representatives Tom Mick, Mary Dankowski and Rob Gunther, and Library representatives Fritz Wildermuth, Barbara Osuch and Penny Shnay.
- The meeting was positive and noted the Library concerns were moving forward.
- The Village representatives were pleased the Library held an exploratory session on establishing a Library Foundation.
- The attendees were pleased with the many changes at the library and the increased programming and activities being offered.
- Kudos to the staff and director on their efforts.

APPROVAL OF MINUTES

Trustee Donohue moved approval of the minutes of the Strategic Planning Committee meetings of April 24 and May 30, 2007 and the regular meeting of May 17, 2007.

Trustee Wildermuth seconded.

Motion carried.

COMMUNICATIONS

Ms. Osuch noted:

- A card was received from Susan and Dennis McGoldrick thanking the Trustees for their kind tribute and gift basket presented at the May Board meeting.
- A check was received from the Sigma Kappa Sorority in appreciation of the Library hosting their meetings throughout the year. The donation will be used to buy materials for a collection of Girl Scout Handbooks. The Youth Services Department is currently updating materials for both Girl and Boy Scouts resources.
- Copies of an article from the MLS ENews concerning an update on electronic attendance at Board meetings was distributed.

AUDIENCE TO VISITORS

No remarks or comments were made.

FINANCIAL REPORT

Ms. Osuch noted that the financial reports for both April and May were included in the packets.

It was noted the May receipt total for the Top Shelf Book Sale was \$654.38.

REPORT OF THE LIBRARIAN

Ms. Osuch noted:

- The Summer Reading Club registration total to date is 435 children and 52 adults.
- The Blast-Off program featuring Eric Rohmann was attended by more than 240 patrons. A photograph of the event was printed on the front page of The STAR Newspaper.
- Mr. Rohmann gave away several drawings from his presentation and also autographed books.
- During the festivities, children could have their pictures taken against backdrops that allowed them to be aliens or astronauts. The spaceship that will be in the Youth Services Department for the summer was unveiled.
- The Live Homework Help stations were well used during May by a wide range of students from elementary through high school. The responses to an informal survey were all very positive.
- It was noted that publicity for the Tutor.com will be provided to the local newspaper and schools. Parent-Teacher Organizations will also be sent information on the programs availability.

- An exploratory meeting regarding the possible formation of a Library Foundation was held on June 19th. Three attendees voiced their willingness to participate further in the process. The Library's attorney was present to answer several of the audience's questions concerning the logistics of establishing the Foundation.

REPORT OF THE COMMITTEES

Personnel: The committee met two weeks ago to discuss the evaluation of the Library Director.

Library Services and Community Relations: No report.

Building and Grounds: No report.

Technology: No report.

Finance: No report.

Friends: No report. The election of the slate of officers was tabled until the September 2007 meeting.

Historical Society: No report. The organization is continuing fundraising efforts. The recent program held on June 3rd was well attended.

Olympia Fields: No report. It was mentioned that the Library participated in the recent Olympia Fields Farmer's Market. Trustees have been requested to sign up for available dates.

Park Forest Trustees were also encouraged to participate in the Park Forest Farmer's Market.

STRATEGIC PLAN UPDATE

Points included:

- The minutes of the May 30th meeting were approved tonight.
- The purpose of the meeting was to sort through the responses received from the Village during the initial breakfast meeting.
- After the second meeting, there is still no clear understanding of the direction of the Library's renovation needs.
- Discussion of the logistics of establishing a Library Foundation.
- A timeframe to be developed for future meetings and discussions.

DISASTER RECOVERY PLAN FY2007-2008, 2ND READING

Trustee Donohue moved approval of the Disaster Recovery Plan FY 2007-2008 as revised.

Trustee Graham seconded.

Motion carried.

REVIEW OF EXECUTIVE SESSION MINUTES

Trustee Graham moved that the minutes of the Executive Session of June 15, 2006 remained sealed.

Trustee Wildermuth seconded.

Motion carried.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) FY 2006/2007

It was noted that the annual report is due at the State Library by July 30, 2007. Since this report cannot be compiled until the end of the fiscal year on June 30th and the Library Board will not be meeting during the month of July, a provisional report will be submitted to the State to meet the required deadline. The Trustees will make the formal approval of the report at the August meeting and any changes, if necessary, will be submitted to the State at that time.

LIBRARY DIRECTOR EVALUATION

A New Business Item was added to the agenda regarding the Library Director's evaluation.

Trustee Donohue moved approval of the Library Director evaluation and recommended salary increase as discussed during the Executive Session.

Trustee Wildermuth seconded.

Motion carried by unanimous roll call vote.

President Shnay noted that interviews and recommendations for the appointment of the new trustee will be completed before the August 16, 2007 regular meeting. Letters have been sent to all applicants and interviews will be scheduled beginning at 6:00 p.m. on August 1st with an alternate date of August 7th.

ADJOURNMENT

Trustee Donohue moved to adjourn the regular meeting of the Park Forest Public Library Board of Trustees at 9:27 p.m.

Trustee Graham seconded.

Motion carried.

Gail L. Graham
Library Board of Trustees