

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 20, 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: Penny Shnay, Gail Graham, Fritz Wildermuth and Joan Larsen.

Absent: Peg Donohue, Sevena Merchant and Linda Marron.

Olympia Fields Public Library Board Member: Mary Lubertozzi.

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

Visitors: Robert McCray, Village of Park Forest Trustee

APPROVAL OF MINUTES

Trustee Larsen moved approval of the minutes of the Committee-of-the-Whole meeting of February 14, 2008, the regular meeting of February 21, 2008 and the Special Board of Trustees meeting of March 4, 2008 as submitted.

Trustee Wildermuth seconded.

Motion carried.

COMMUNICATIONS

Ms. Osuch shared:

- A thank you note received from 2008 Neighborhood Heroes honoree Alicia McCray. Photographs from the event were distributed.
- The Tall Grass Arts Association sent a thank you note for the Library's donation of two gift baskets for the silent auction held during the annual Beaux Arts Ball.
- Rich Township Food Pantry shared their gratitude for the food donations continuing to be collected at the Library.
- The Library received notification from the Secretary of State's office of the Per Capita Grant award in the amount of \$28,405.44.

AUDIENCE TO VISITORS

No remarks or comments were made.

FINANCIAL REPORT

Ms. Osuch noted the Financial Reports for January and February were included in the Board packets. The Library is 66% through the fiscal year. Details will be discussed during the budget considerations later in the meeting.

REPORT OF THE PRESIDENT

President Shnay noted that patron registrations were continuing to increase.

REPORT OF THE LIBRARIAN

Ms. Osuch noted:

- The One Library, One Book program concluded on March 8th with a final chapter reading by Miranda Joebgen and a book discussion led by Judge Ray Funderburk and George Manno. A front page photograph and feature story were included in the Neighborhood STAR on March 13th.
- The next book featured will be Three Cups of Tea by Greg Mortenson and David Relin. The first discussion will be held on August 26th.
- The children's illustrators exhibit, *Worlds Imagined: The Art of Children's Books*, opened at the Tall Grass Arts Association on March 7th and will run through May 2008. The opening was a success with books and original art work on display and four of the featured authors/illustrators in attendance. The Youth Services Department staff will be hosting story times in partnership with Tall Grass on Tuesdays and Thursdays at the gallery throughout the exhibit.
- Former Park Forest Library Director Neil Ney was the featured speaker at the Find a Safe Way to School program on March 1.
- George Manno co-presented two nutrition programs at the Library with Christine Blue of the Park Forest Health Department on March 8 and 15.
- Yoga for Kids, a six-week program sponsored by an LSTA Nutrition Grant awarded to Matteson-Olympia Fields S.D. 162, will begin on April 1st.
- The Library will host a Girl Scout cookie sale on April 5th.
- The Morning Walkers group will start a new season on March 25th.
- April 7th will be the launch day for the Library's newly designed website.
- A priority list of suggested facility needs were distributed to the Trustees. It is requested that the Trustees rank the projects by priority to facilitate further discussions on building development and repairs.
- The Village approved \$80,000 to fund repair/replacement of the gable section of the Library's roof. The bid process has begun and the project should be started before summer.

REPORT OF THE COMMITTEES

Personnel: No report.

Library Services and Community Relations: No report. The group will be meeting to discuss a Volunteer Appreciation program to possibly be held in May.

Building and Grounds: No report.

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

Finance: No report.

Friends: No report.

Historical Society: President Shnay noted:

- The Hall of Fame induction will be held on April 6th
- A steady number of visitors have been touring the 1950s House Museum.

Olympia Fields: Olympia Fields Board President Lubertozzi expressed her pleasure with the recent renewal of the contract for services with the Library.

LIBRARY POLICY VIII—CIRCULATION OF LIBRARY MATERIALS, 3RD READING

Trustee Wildermuth moved approval of Library Policy VIII—Circulation of Library Materials as presented.

Trustee Graham seconded.

Motion carried.

LIBRARY POLICY XIX—INTERNET USE AND TERM POLICY, 1ST READING

It was noted that the policy requires the suggested revisions to reflect current procedures.

FY 2008/2009 BUDGET

It was noted:

- Projected salary figures include step increases.
- During the budget review process, changes for individual accounts were made after review of the 13th report for FY 07/08 in order to reflect actual expenditures.
- Accounts 03-15-00-54-2600 and 03-15-00-54-2700, Processing and Operating Supplies, were increased substantially due to market increases for these materials' costs
- Account 03-15-00-56-0000 Other Capital Outlays will include funding for technology upgrades including additional laptops for patron computer lab use and instruction.
- Account 03-15-00-53-0000 Other Professional Services includes funding for the salary schedule evaluation.

Trustee Wildermuth moved approval to add \$20,000 to the budget for Library Material Accounts 03-15-00-63-0000 Library Books Adult, 03-15-00-63200 Library Reference Materials, 03-15-00-63-300 Library Children's Books, 03-15-00-63-400 Library Periodicals, and 03-15-00-63-500 Library A-V Materials for FY 2008/2009 to be allocated by staff.

Trustee Larsen seconded.

Motion carried by unanimous roll call vote.

It was noted that no recommendations for cost of living increases were received from the Finance Committee.

Trustee Wildermuth moved approval for a cost of living increase for FY 2008/2009 to be set at 2.5 percent for a total increase of \$21,970.

Trustee Graham seconded.

Motion carried by unanimous roll call vote.

This increase reflects the Library's commitment to maintaining a high quality of staff and service to the public.

Discussion concerning on-going maintenance issues in the Library was undertaken. The recent problems with the public entrance doors were detailed.

Trustee Wildermuth moved approval for opening the bid process for replacement of the public access doors.

Trustee Larsen seconded.

Motion carried by unanimous roll call vote.

Trustee Wildermuth moved approval of the budget for FY 2008/2009 as recommended.

Trustee Graham seconded.

Motion carried by unanimous roll call vote.

A survey regarding the priorities for on-going maintenance projects was distributed. The Trustees were requested to complete the form and return it to Ms. Osuch by April 11th for consideration at the next meeting of the Strategic Planning Committee, on April 15 at 7:15 p.m.

EXECUTIVE SESSION

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

ADJOURNMENT

Trustee Wildermuth moved to adjourn the regular meeting of the Park Forest Public Library Board of Trustees at 8:50 p.m.

Trustee Graham seconded.

Motion carried.

Gail L. Graham
Library Board of Trustees