

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 18, 2007

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:36 p.m.
Those present were:

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

Absent: Joan Larsen and Peg Donohue.

Olympia Fields Public Library Board Member: Diane Pierson arrived at 7:55 p.m.

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

Visitors: Village Trustee Liaison Rob McCray and Gary Marron.

The Library Trustees welcomed the new Youth Services Librarians, Sharon O'Leary and Susan
Stumbaugh. They will be introduced again at the Joint Board Meeting on November 1, 2007 and
also give a presentation at that time.

APPROVAL OF MINUTES

Trustee Marron moved approval of the minutes of the regular meeting of September 20, 2007 as
corrected.

Trustee Merchant seconded.

Motion carried.

COMMUNICATIONS

Ms. Osuch shared:

- An invitation to School District 163's "Come Celebrate our Success" program on
October 23rd. Susan Stumbaugh and Sharon O'Leary will attend as the Library's
representatives.
- An invitation to the Dedication Ceremony and Open House of the new water treatment
plant on November 3rd.
- Thank you notes from the students at Park Forest Academy for the library hosting their
field trip.
- A thank you from a patron who had an examination proctored by the Adult Services staff.

AUDIENCE TO VISITORS

No remarks or comments were made.

FINANCIAL REPORT

Ms. Osuch noted:

- The Library is 25% through the fiscal year.
- The Top Shelf receipts for September totaled \$700.48.
- All other accounts seem to be on track.
- The telecommunications expenditure will be monitored for adjustment in FY 08/09.

REPORT OF THE PRESIDENT

President Shnay noted that the following continued increases on the statistical reports:

- Circulation. The adult materials have increased while the juvenile items have remained steady.
- Gate count numbers.
- Program attendance.
- Website statistics and computer use continue to indicative of use.
- Patron registration and renewal continue to climb.

President Shnay thanked Brian Vagt, Systems Manager, for increasing the availability of the new titles. It was noted that the circulation ratio is continuing at approximately three books for every audiovisual item checked out.

REPORT OF THE LIBRARIAN

Ms. Osuch noted:

- The One Library, One Book program continues to be well attended. Judge Funderburk led the most recent book discussion. One of the discussion sessions was attended by three generations of one family—grandparents, son and granddaughter. Thank you to George Manno and the committee members, Janet Muchnik, Rickey Williams and Ann Juttelstad for their efforts on these programs.
- The Brown Bag Book Club coordinated by Renee Wick-Brink, Lisa Thomas and Loretta Knight was off to a successful start. The Library received several emails and an autographed book, Summer at Tiffany, from the author. Marjorie Hart expressed her pleasure that the Library selected her book for their discussion group. The next book featured will be The Devil in the White City.
- 72 children and adults attended the scarecrow making program on October 6th. A picture of the event was printed on the front page of The STAR Newspaper on October 18th. The scarecrows made were raffled to two lucky winners. Everyone enjoyed the fun which included a craft, face painting and refreshments. Volunteers were Connie Manno and Josh Williams. Josh was recently hired as the new Youth Services page.
- Also on October 6th, Renee Wick-Brink and the Patron Services staff made bags to be distributed at the Olympia Fields Fall Fest. Olympia Fields Board of Trustees President Lubertozzi complimented the department on their work and the festive nature of the bags.
- Ella Jenkins will be coming to present a children's music program for Children's Book Week on November 17th. Ms. Jenkins will perform at Freedom Hall and then those

attending will return to the Library to continue the festivities. The theme, "Under the Big Top," will be carried throughout the Library with displays, crafts, and refreshments. A wonderful day is planned. Tickets to Ms. Jenkins' concert will be available through the Library. Jason Miller, the new Public Relations contact for the Village, will also include a release about Ms. Jenkins' concert in Village publications.

- A Meet & Greet with School Districts 162 & 163 media personnel and teachers will be hosted by the Youth Services staff. The purpose of the brainstorming session is to generate new ideas on how to better serve the school community.
- The Village is in the process of having the repair work done in the basement. Follow-up calls have been received from the Illinois State Library concerning the progress to date.
- Huth Middle School Media Specialist Judith Anderson was awarded a partnership grant with the Library. The Library will host several nutrition programs conducted by St. James Hospital Outreach focusing on parents, young children and "tweens".
- Mary VanSwol and Barbara Osuch attended the ILA Conference in Springfield on October 11th. The programs attended included the IREAD kick-off for 2008, Public Library forum, Reference 2.0 workshop and children's book extravaganza. Many materials were collected and will be shared with appropriate staff.

REPORT OF THE COMMITTEES

Personnel: No report.

Library Services and Community Relations: No report.

Building and Grounds: No report.

Technology: No report.

Finance: No report.

Friends: A meeting was held on October 17th. The organization is still seeking candidates to fill their slate of officers. The Library Trustees are invited to contact anyone interested in joining the Friends Board. Interested persons should contact Joan Braden, Linda Marron or Gary Marron.

Historical Society: The Society has moved one storage pod of materials from the 50th Anniversary Museum into the new 1950s House Museum at 141 Forest Blvd. A community-wide grand opening will be held when the move is complete.

The Veterans Day program on November 11th will be held at 2:30 p.m. at the Library. Three local veterans will share their stories with attendees.

Olympia Fields: Trustee Pierson noted the resident survey is being completed and will be included in the Village newsletter in November. Feedback is being solicited both as a checklist and write-in formats in regard to what Olympia Fields residents want from library service. The Trustees feel that based on the recent use statistics, the survey will confirm that their community is using the Library more frequently.

Trustee Pierson complimented the Library on the quality of the programming citing Ella Jenkins' concert and the One Library, One Book program specifically. The Olympia Fields Library Board

is trying to generate more funding for the Library. They were disappointed with the cuts experienced by State Representative Al Riley's initiatives on behalf of the Library.

FRIENDS OF THE LIBRARY REPORT

As a slate of officers was not formed at the October 18th meeting, the expected report was not available. The membership has invited the Library Trustees to assist in working for the revitalization of the organization.

TRUSTEE COMMITTEE REASSIGNMENTS

President Shnay noted the following reassignments:

- Personnel Committee—Peg Donohue, Joan Larsen, Sevena Merchant.
- Library Services and Community Relations—Gail Graham and Peg Donohue.
- Building and Grounds—Joan Larsen and Fritz Wildermuth.
- Technology—Gail Graham, Sevena Merchant and Fritz Wildermuth.
- Finance Committee—Peg Donohue, Linda Marron and Fritz Wildermuth.

All other committee assignments remained the same.

CANCELLATION OF DECEMBER 20, 2007 REGULAR BOARD MEETING

Trustee Wildermuth moved approval to cancel the December 20, 2007 regular board meeting. Trustee Marron seconded. Motion carried.

\$0.02 BUILDING AND MAINTENANCE LEVY

Trustee Wildermuth moved approval to request adoption of the two (2) cent Building and Maintenance Levy for the 2007 tax year. Trustee Graham seconded. Motion carried by unanimous roll call vote.

FY 2007 TAX LEVY

As noted in the memo, Mary Dankowski, Village Finance Director, was attending a conference and not able to be contacted regarding detailed input on the proposed levy. Ms. Osuch will be meeting with Ms. Dankowski in the next week to discuss recommendations. The Trustees were requested to submit any questions to be discussed at the meeting.

Discussion ensued and it was felt that the Trustees favored the 3% increase with perhaps adjustments in accordance with Ms. Dankowski's recommendations. If necessary to meet the Village's deadline for submission, a special meeting will be called for approval.

LIBRARY POLICY I—MATERIALS SELECTION POLICY, 1ST READING

Discussion included clarification of points listed under Areas of Limited Acquisition, Gifts, Reconsideration of Library Materials and Subject.

ADJOURNMENT

Trustee Wildermuth moved to adjourn the regular meeting of the Park Forest Public Library Board of Trustees at 8:37 p.m.

Trustee Marron seconded.

Motion carried.

Gail L. Graham
Library Board of Trustees