

PARK FOREST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
August 18, 2011

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, Peg Donohue, Sevena Merchant, Joan Larsen, Fritz Wildermuth, Linda Marron, and Felicia Rangel.

Park Forest Public Library Staff: Barbara Byrne Osuch, Sharon O'Leary, Mary VanSwol, and George Manno.

Other visitors: Carolyn Johnson, Olympia Fields Library Board Member, Sherice Collins and Robert McCray.

**EBOOK UPDATE**

Mary VanSwol, of Adult Services, gave an update on her progress to provide ebook readers, and the ability to download ebooks for our patrons.

**APPROVAL OF MINUTES**

The minutes of the regular meeting of June 16, 2011, and were approved as corrected.

**COMMUNICATIONS**

Library Director distributed the appreciation glasses to the members of the Board of Trustees.

**AUDIENCE TO VISITORS**

Sherice Collins of the Cook County Department of Public Health asked for help from the Library to help promote their free services and programs. Several suggestions were put forward including flyers, websites, and eNews Park Forest.

Sherice Collins asked if a computer could be set aside for the purpose of printing coupons. This will be investigated.

**FINANCIAL REPORT**

This was the first report of the fiscal year, and little information was available for it.

**REPORT OF THE BOARD PRESIDENT**

President Shnay had little to report other than things were moving along.

**REPORT OF THE LIBRARIAN**

Library Director Barbara Osuch reported on the new location, and display, for the new materials to the Library.

The Library Director reported on the Marketing Collaborative to provide library marketing, public relations services, and fundraising. The Collaborative consist of several libraries within our Library System.

The Library Director reported on the status of a grant proposal funded jointly by the Institute of Museum and Library Services and the John D and Catherine T MacArthur Foundation. This grant would provide Junior High and High School students the ability to advance their knowledge of science and math.

The success of the Summer Reading Program was reported by the Library Director.

Ms Osuch noted that six new employees were recently hired.

#### **REPORT OF OLYMPIA FIELDS TRUSTEE**

Carolyn Johnson, member of the Olympia Fields Public Library Board of Trustees, reported that the Olympia Fields Public Library Board of Trustees is developing an outreach program to attract more Olympia Fields residents to take advantage of the Library services.

#### **REPORT OF THE COMMITTEES**

There were none.

#### **MARKETING COLLABORATIVE CONTRACT AGREEMENT**

The Marketing Collaborative was discussed, with no action taken until a meeting is held with the Board of Trustees and the Consultant. A meeting time will be established.

#### **IPLAR**

Trustee Wildermuth moved that the Board approve the Illinois Public Library Annual Report as submitted.

Trustee Donohue seconded.

Motion Carried.

#### **GROUP VISITS POLICY**

The Group Visits policy was submitted to the Board for the first reading

#### **CLOSING THE LIBRARY DECEMBER 2, 2011 FOR STAFF INSERVICE**

Trustee Wildermuth moved that the library be closed December 2, 2011 for a staff inservice.

Trustee Larsen seconded.

Motion Carried.

#### **CHANGING MILEAGE REIMBURSEMENT**

Trustee Merchant moved that the mileage reimbursement be changed from 51 cents per mile to 55.5 cents per mile to comply with IIRS regulations.

Trustee Marron seconded.

Motion carried.

**SAFETY OF CHILDREN IN THE LIBRARY**

Trustee Larsen moved that the board approve the Safety of Children in the Library policy as submitted.

Trustee Wildermuth seconded.

Motion carried.

**DISASTER RECOVERY PLAN**

Trustee Wildermuth moved that the Board approve the Disaster Recovery Plan as submitted.

Trustee Donohue seconded.

Motion carried.

**EXECUTIVE SESSION**

Trustee Wildermuth moved to adjourn to Executive Session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees under Section 5 ILCS 120/2(c)(1) with no further action to be taken after the session.

Trustee Merchant seconded.

The meeting was adjourned to Executive Session at 9:02/

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Sevena Merchant  
Library Board of Trustees