

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 15, 2024

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:00 pm.

ROLL CALL

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Lance L. Jefferson, Alice McBride, and Jessica Rodrigues

Absent: Felicia Rangel (arrived 7:02 pm), Alan Shnay, and Katherine Coleman

Park Forest Public Library Staff: Barbara Osuch, Jennifer Oosterbaan, and Mary VanSwol

Also present: Victor Blackful

AUDIT REVIEW

Brad Porter of Lauterbach and Amen gave a presentation on the library's audit. The Village could create a separate fund for the library to fund capital projects. The Board would have to pass a resolution to create a capital projects fund and decide on an amount to set aside for capital projects. The fund could work on an excess policy, which transfers funds over a certain percentage of reserves to a capital project fund. Three months of reserve funds is a common target in the industry. The library attorney could work on specific wording of the resolution. Once an amount has been moved into a capital project fund, it cannot be used for another purpose.

ROLL CALL AFTER THE PRESENTATION

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Felicia Rangel, Lance L. Jefferson, Alice McBride, and Jessica Rodrigues

Absent: Alan Shnay, Katherine Coleman

Park Forest Public Library Staff: Barbara Osuch, Jennifer Oosterbaan, and Mary VanSwol

Also present: Victor Blackful, Beth Brecher (arrived 7:24 pm)

APPROVAL OF MINUTES

The minutes of the regular meeting of November 16, 2023, were approved as submitted.

COMMUNICATIONS

Library Director Osuch had nothing to report.

AUDIENCE TO VISITORS

Victor Blackful, Director at Freedom Hall, addressed the Board. Tuesday, Freedom Hall had children's programming, with over 600 children in attendance. Community school children and children from surrounding communities attended. He asked about collaboration with library staff. They are looking to increase programming of interest to children and work with the library.

President Merchant expressed her interest in a partnership.

FINANCIAL REPORT

Library Director Osuch stated that the January financial report was in the Board packet. The Board discussed some purchases in the last month.

REPORT OF THE BOARD PRESIDENT

President Merchant talked about the Board program with our Tai Chi instructor. She commended the library for presenting this program. She noted that the visits to the library are up this month. President Merchant wants to increase the number of cardholders at the library.

The Board discussed strategic planning.

REPORT OF THE LIBRARIAN

Library Director Osuch noted that there was flooding in the basement. The library is planning to migrate the website to a more updated version of website software, which will have accessibility built into it.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Library Director Osuch stated that there were two Olympia Fields trustees at the Tai Chi meeting on Saturday.

REPORT OF COMMITTEES

The Board discussed the existing committees.

AUDIT REVIEW

The Board had nothing else to discuss.

PHONE SYSTEM UPGRADE

Trustee Jefferson moved that the Board approve the purchase of a new phone system not to exceed \$10,000.

Trustee Rangel seconded.

The motion passed.

LIBRARY BUDGET FY 2024-2025

The Board reviewed the first draft of the budget. The Board will have a separate meeting to discuss each item.

ADJOURNMENT

The meeting adjourned at 7:49 pm.