

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 21, 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, Alan Shnay, Katherine Coleman, Alice McBride, and Jessica Rodrigues

Absent: Felicia Rangel and Lance L. Jefferson

Park Forest Public Library Staff: Barbara Osuch and Mary VanSwol

Also present: Village Trustee John Moore

APPROVAL OF MINUTES

The minutes of the regular meeting of February 15, 2024, were approved as submitted.

COMMUNICATIONS

Library Director Osuch shared that the Rotary Club presented a check to the library. Also, the Historical Society sent a letter to request half the archival rental fee.

AUDIENCE TO VISITORS

Village Trustee John Moore greeted the board. The Village has been working on the budget and has approved new developments. The 75th Anniversary Commission is working on plans to celebrate Park Forest. The new sign at Orchard and Rte. 30 is not yet functioning because it requires more power.

FINANCIAL REPORT

Library Director Osuch stated that the financial report was in the packet.

REPORT OF THE BOARD PRESIDENT

President Merchant stated that she attended the Rotary Club luncheon. She accepted a check from the Rotary Club for \$200. She expressed her appreciation for the Rotary Club.

REPORT OF THE LIBRARIAN

Library Director Osuch announced that library staff have met with Victor Blackful from Freedom Hall to partner on programming and promotion. The Trustee iLead Learning Portal is funded by the state library. It provides training and resources for trustees.

Library Director Osuch sent the Board a draft of the updated strategic plan.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Library Director Osuch stated that the Olympia Fields Public Library Board did not meet last month.

REPORT OF COMMITTEES

The budget committee, which includes all trustees, met on March 18 to go through the proposed budget.

LIBRARY BUDGET FY 2024-2025

The Board had no new comments on the budget.

CUSTODIAL CONTRACT FY 2024-2026

Eco Clean Maintenance, Inc. had the lowest bid.

Trustee Shnay moved that the Board approve the custodial contract from Eco Clean Maintenance, Inc.

Trustee Rodrigues seconded.

Library Director Osuch stated that the library has used Alpha Building Maintenance Services, Inc. for more than six years. During that time, the library has never had any security issues with Alpha. She knows the cleaner they use, and they have not changed the cleaner in the whole time we have used them. She would like the Board to consider maintaining Alpha in spite of the higher cost.

President Merchant moved to change the company to Alpha Building Maintenance Services.

Trustee Coleman seconded.

The motion passed.

The motion to award Alpha Building Maintenance Services passed.

PARK FOREST HISTORICAL SOCIETY

Trustee Rodrigues moved that the Board approve the payment of half the archival rent in the amount of \$1,650.

Trustee Shnay seconded.

The motion passed.

ADJOURNMENT

The meeting adjourned at 7:51 pm.