

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 18, 2024

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:30 pm.

ROLL CALL

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Felicia Rangel, Alan Shnay, Alice McBride, and Jessica Rodrigues

Absent: Katherine Coleman and Lance L. Jefferson

Park Forest Public Library Staff: Mary VanSwol, Allison McCray, Katherine Goosby, and Millie Robles

Also present: Beth Brecher

APPROVAL OF MINUTES

The minutes of the regular meeting of May 16, 2024, were approved as distributed.

COMMUNICATIONS

The library received a letter from the Secretary of State announcing the Per Capita Grant and Equalization Grant awards. The checks have been received.

Interim Library Director VanSwol shared a card and jar of positive things written on paper that were given to Nikki and the staff.

A comment from the suggestion box was received which said to “keep Jaime” because she’s very helpful.

The Secretary of State sent a fully executed contract for the Tech Grant in the amount of \$27,500.

The Village of Park Forest 75th Anniversary Gala will be held on August 15. The event is the same night as the next board meeting.

AUDIENCE TO VISITORS

No one addressed the board.

FINANCIAL REPORT

Interim Library Director VanSwol stated that the May and June financial reports were in the board packet. The June report has not been audited yet.

REPORT OF THE BOARD PRESIDENT

President Merchant commented that Barbara's retirement was very nice and that she would like to keep the momentum going for the library.

President Merchant noted the addition of an item under New Business for the Approval of the Interim Library Director.

She also read a thank you card from Barbara Osuch. Barbara said the gifts from the Library Trustees "made her heart sing."

REPORT OF THE LIBRARIAN

Interim Library Director VanSwol stated the Library Card Survey has received 82 responses. The date of the survey will be extended to the end of September 2024 to give time for more responses and to have information about the survey placed in the September water bill insert.

The Illinois Public Library Annual Report (IPLAR) has been completed by Interim Library Director VanSwol.

This Saturday July 20 will be busy as the library will host a show by Reptile Den, the Life Ripples Book Discussion, and Line Dancing.

The Summer Reading Challenge is going strong. At this point, 143 patrons have signed up for Summer Reading, and 104 patrons have logged minutes for Summer Reading.

Nikki is planning to have community leaders come in to read to children and would like to know if trustees would be interested.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Interim Library Director VanSwol stated that the Olympia Fields Public Library Board will not meet in July, but they did meet in June. Olympia Fields Public Library had Little Free Library replaced that had been hit by a car.

REPORT OF COMMITTEES

Trustee Rangel brought up an idea for a return of the Friends of the Library. She requested the creation of a sign-up sheet and a Friends of the Library flyer for distribution at Main Street Nights.

Interim Director VanSwol informed the board that library staff will be at Main Street Nights on July 31.

Trustee Rangel stated that the Friends of the Library are not currently meeting.

APPROVAL OF THE INTERIM DIRECTOR

Trustee Rodrigues moved that the board approve Mary VanSwol to act as Interim Library Director.

Trustee McBride seconded.

The motion passed.

PATRON BEHAVIOR POLICY – 1ST READING

The Board discussed the Patron Behavior Policy.

Trustee Rodrigues stated the library needs someone there to enforce order like at the Flossmoor Library.

The Board discussed security and asked Interim Library Director VanSwol to draft a job description for a security position.

TUITION REIMBURSEMENT POLICY – 1ST READING THE UNIFORM

Interim Director VanSwol began by saying that there is staff interest in pursuing a library degree and that many libraries offer tuition reimbursement.

The board discussed the policy and recommended several changes.

EXECUTIVE SESSION

At 8:17pm, the Board adjourned to Executive Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees under Section 5 ILCS 120/2(c)(1).

RETURN TO OPEN SESSION

The regular meeting of the Park Forest Public Library Board of Trustees reopened at 9:00 pm.

Secretary Shnay took a roll call vote to approve what was discussed in closed session.

The motion passed: 5 in favor, 2 absent

ADJOURNMENT

The meeting adjourned at 9:02pm.