

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 15, 2024

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

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, Lance L. Jefferson

Park Forest Public Library Staff: Mary VanSwol, Allison McCray, Nikki Coleman, Katherine Goosby, Kaitlyn Keller, Jennifer Oosterbaan and Millie Robles

Also present: Beth Brecher

STAFF PRESENTATION

Youth Engagement Coordinator Nikki Coleman reported on the Summer Reading program and what is coming this fall.

This year the library changed from using Ireach to the Beanstack website and app for the Summer Reading program. All ages participated in challenges and received incentives.

Kids Zone will host Animal Quest: Live Encounters & Petting Zoo on Sept 21st at 12:00pm. Coordinator Coleman is looking forward to 2025!

APPROVAL OF MINUTES

The minutes of the regular meeting of July 18, 2024, were approved as submitted.

COMMUNICATIONS

Interim Library Director VanSwol announced the Library once again received a beautification award from the Village of Park Forest.

AUDIENCE TO VISITORS

No one addressed the board.

FINANCIAL REPORT

Interim Library Director VanSwol relayed that 8.33% of the fiscal year is over. The numbers for July are in the board packet. The Library received and deposited the \$27,500 check from the Secretary of State for the Tech Grant.

REPORT OF THE BOARD PRESIDENT

President Merchant stated that she is glad we're on an uptick for everything. In general books are being checked out. There are more cars in the parking lot and people in the building.

REPORT OF THE LIBRARIAN

Interim Library Director VanSwol thanked Coordinator Nikki Coleman for her report on programming.

Patron Services Coordinator Millie Robles assisted Interim Library Director VanSwol in demonstrating a new form of accessibility with Google Translate. Google Translate can be used to translate many different languages through speech and text.

The Library also has access to Otter AI which is a text to speech app.

Interim Library Director VanSwol reported that 2 Library Assistants resigned and she has 5 interviews set up for next week.

So far the Library has received 373 responses to the Library Card Micro Survey.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Interim Library Director VanSwol advised the Olympia Fields board did not meet in July. The next Olympia Fields Board Meeting is Wednesday, August 28.

REPORT OF COMMITTEES

No report

PATRON BEHAVIOR POLICY – 2ND READING

President Merchant called for a motion to approve the Patron Behavior Policy. President Merchant advised that corrections had been made on the policy and asked if there were any further questions or discussion. There were no questions or discussion.

Secretary Shnay moved to approve the Patron Behavior Policy as presented. Trustee Rodrigues seconded.

All were in favor.
Motion carried.

TUITION REIMBURSEMENT POLICY – 2ND READING

President Merchant called for a motion to approve the tuition reimbursement policy. Trustee Rodrigues moved to approve the policy Secretary Shnay seconded.
There was no further discussion.
All trustees present approved.
Motion carried.

NEW BUSINESS

A. Security Specialist Job Description Review and Discussion

The board discussed the policy and made recommendations on the description and requirements of the position.

B. Approval of Mary VanSwol as Library Director

President Merchant called for a motion to Approve Mary VanSwol as Library Director effective August 1st.
Secretary Shnay made the motion to approve Mary VanSwol as Library Director.
Trustee McBride seconded.
There were no further questions or discussion.
President Merchant called for a voice vote.
All trustees present approved.
Motion carried.

ADJOURNMENT

The meeting adjourned at 7:59 pm.