

PARK FOREST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

August 17, 2023

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, Katherine Coleman, Lance L. Jefferson, Alice McBride, and Jessica Rodrigues

Absent: Alan Shnay

Park Forest Public Library Staff: Barbara Osuch, Jennifer Oosterbaan, Mary VanSwol, Allison McCray, and Millie Robles

Also present: Village Trustee John Moore

**STAFF PRESENTATION**

Patron Services Coordinator Allison McCray gave a presentation on Patron Services, the drive-up window, and Library Card Sign-Up Month.

**APPROVAL OF MINUTES**

The minutes of the regular meeting of June 15, 2023, were approved as submitted.

**COMMUNICATIONS**

Library Director Osuch shared a thank you letter from the Park Forest Historical Society for the grant for their archives. The library received notification that it was made a 2023 Beautification Award Winner.

Trustee Rodrigues asked about the relationship with the Historical Society. Library Director Osuch answered that the library has traditionally supported the Historical Society by paying half their archive rent.

The Board discussed what the Village can do to support the Historical Society.

**AUDIENCE TO VISITORS**

Village Trustee John Moore reported that the Village Board raved about how great the Main Street Nights were this year. They swore in a new police chief.

### **FINANCIAL REPORT**

Library Director Osuch stated that the financial report was in the packet. The library received the Per Capita Grant payment. Several repairs were made to the building after water got into the building. The roof has not yet been repaired.

### **REPORT OF THE BOARD PRESIDENT**

President Merchant congratulated staff on the opening of the drive-up window. She gave some suggestions on how to make the drive-up window run more smoothly. She asked for trustees to give their input and to talk to the community to get feedback.

### **REPORT OF THE LIBRARIAN**

Library Director Osuch stated that the library added four comfortable chairs to the Information Zone. She also stated that there are new benches in the butterfly garden. The library has been interviewing candidates this week for the position of library assistant. The library staff is looking into making the website more ADA compliant. The library is looking to give options to patrons to keep their hold shelf items behind the desk.

### **REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE**

Library Director Osuch announced that the Olympia Fields Public Library Board meeting will be at the library next week Wednesday at 6:30 pm.

### **EMPLOYEE HANDBOOK AND PERSONNEL POLICY**

Library Director Osuch explained the changes to the employee handbook and personnel policy. The changes relate to the Paid Leave for All Workers Act, taking effect January 1, 2024.

Trustee Rodrigues asked whether the Board has ever considered tuition reimbursement for employees. The Board discussed the idea.

### **ADJOURNMENT**

The meeting adjourned at 7:58 pm.