

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 16, 2023

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:31 pm.

ROLL CALL

Those present were:

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

Absent: Lance L. Jefferson

Olympia Fields Public Library Trustee: none

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

Also present: Beth Brecher and Richard Phillip Bell

APPROVAL OF MINUTES

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

COMMUNICATIONS

Library Director Osuch shared information on an upcoming Trustee Day workshop on Saturday, May 20.

AUDIENCE TO VISITORS

Richard Bell introduced himself. He is interested in joining the Board.

FINANCIAL REPORT

Library Director Osuch stated that the report was included in the packet. There are a few accounts that appear overspent, but the budget amendment has not been reflected in the report yet.

REPORT OF THE BOARD PRESIDENT

President Merchant stated that she gets compliments on the library's newsletter.

REPORT OF THE LIBRARIAN

Library Director Osuch stated that construction is progressing. Next week, the crew will start on the outdoor construction. A fence will be put up on Monday to close off the affected area of the parking lot. All traffic will need to go in and out through the Orchard Drive entrance/exit.

Library Director Osuch announced that one of the library's assistants is leaving after this week.

American Libraries had a report on the pandemic and how it reshaped libraries. The first item was about how Curbside Services are here to stay.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Library Director Osuch had no report from the Olympia Fields Public Library Board.

LIBRARY BUDGET FY 2023-2024 – 2nd READING

President Merchant stated that she would like to move the budget discussion to later in the meeting.

ELECTRONIC MEETING POLICY – 1ST READING

President Merchant stated that she preferred the electronic meeting policy as part of the bylaws. The Board discussed whether to have a separate policy or make this part of the bylaws.

The Board decided to make it part of the bylaws.

CUSTODIAL BID

Trustee Rangel asked if the library is happy with the current custodian. Library Director Osuch answered that the library is happy with the current service. The Board discussed the bids. The Board decided to approve the bid from Alpha Building Maintenance Services, Inc.

Trustee Shnay moved that the Board approve the contract for custodial services from Alpha Building Maintenance Services, Inc.

Trustee Rangel seconded.

The motion passed.

LIBRARY SALARY SCALE

President Merchant stated that the update to the salary scale is a change to the coordinators. The proposed changes would add about \$13,000 to the budget. The old scale was a carryover from an inequality in how coordinators in different specialties were paid. The new scale rewards longevity and attracts experienced applicants. The Board discussed the proposed salary scale.

The deadline for the Board to approve the budget is at the April meeting. The Board wants to see the impact of the changes to the salary scale in the budget.

Trustee Rangel moved that the new salary scale be included in the budget.

Trustee Shnay seconded.

The motion passed.

ADJOURNMENT

The meeting adjourned at 8:02 pm.