

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

September 19, 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, Alice McBride, and Katherine Coleman

Absent: Jessica Rodrigues, Felicia Rangel, Lance L. Jefferson

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

Also present: Beth Brecher arrived at 8:02pm

STAFF PRESENTATION

Coordinator Millie Robles expressed that September is National Library Card Sign-Up Month. She explained how each department in the library is celebrating. So far this month 74 adults and 27 children have signed up for library cards. Director VanSwol stated the library currently has 5,582 cardholders total.

APPROVAL OF MINUTES

Minutes of the regular meeting of August 15, 2024, were approved as distributed.

COMMUNICATIONS

There were no communications.

AUDIENCE TO VISITORS

No one addressed the board.

FINANCIAL REPORT

Library Director VanSwol advised the August numbers are in the board packet. Funds from taxes are being received and things are looking good.

REPORT OF THE BOARD PRESIDENT

There was no new information to report.

REPORT OF THE LIBRARIAN

Library Director VanSwol thanked Coordinator Millie Robles for her presentation.

The library had a successful Butterfly Release on Monday, September 16. Director VanSwol thanked Lucie Gurganus for assisting with finding the butterfly eggs, watching the eggs and feeding the caterpillars until they were brought to the library.

She also thanked Julie, Ashley and Elijah who helped feed caterpillars until they became chrysalises.

The library welcomes Lee, Sam C. and Robert our newly hired Library Assistants.

Director VanSwol stated, she learned some things at the SWAN Expo last month.

The SWAN catalog has been put on iPads so patrons may be registered for library cards on the spot from anywhere.

Director VanSwol is working on getting quotes for technology expenditures and is thankful to the Illinois Secretary of State and the Illinois State Library for the technology grant!

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Library Director VanSwol stated, during the August OFPL board meeting they had a visitor from the Village of Olympia Fields Board. Olympia Fields is celebrating their 100 year anniversary in 2025 and asked for contributions. The Olympia Fields library board will discuss their ideas at a future meeting.

REPORT OF COMMITTEES

There were no committee reports.

SECURITY SPECIALIST JOB DESCRIPTION

Director VanSwol noted, the Security Specialist job offers a base pay rate of \$20 per hour and has a tentative start date of November 1.

President Merchant requested a motion to approve the job description as presented.

Trustee McBride motioned, Secretary Shnay seconded.

4 ayes, 0 nays the motion carried.

2024 LIBRARY LEVY REQUEST 1ST READING

President Merchant asked if there were questions about the levy. The board discussed the levy. The levy will be discussed further at October 2024 Board meeting.

SUMP PUMP LINE

Director VanSwol explained the three options for the back-up sump pump line. The board discussed the options.

President Merchant called for a motion to approve the proposal from Local Plumbing for \$300.00 to add a PVC line into the garden.

Motioned by Secretary Shnay, Trustee Coleman seconded.
4 ayes, 0 nays motion carried.

COMPUTER SERVER

The purchase of a new computer server was discussed by the board. President Merchant called for a motion to approve the purchase of a new computer server not to exceed \$15,000.

Secretary Shnay motioned, Trustee Coleman seconded.
4 ayes, 0 nays, motion carried.

RINGERING ROOM TECHNOLOGY

Director VanSwol gave reasons for replacing the Ringering Room's technology. The board discussed the options for new technology.

President Merchant requested a motion to approve the purchase of updated technology for the Ringering Room from ROC Audio.

Secretary Shnay made the motion, Trustee Coleman seconded.
4 ayes, 0 nays, motion carried.

LIBRARY CARDS POLICY 1ST READING

The library cards policy was discussed. Trustees agreed to move the library cards policy to the October 2024 board meeting.

ADJOURNMENT

The meeting adjourned at 8:08 pm.