

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 17, 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, Katherine Coleman and Jessica Rodrigues

Absent: Lance L. Jefferson

Park Forest Public Library Staff: Mary VanSwol, Allison McCray, Jennifer Oosterbaan and Kaitlyn Keller

Also present: Park Forest Village Trustee John Moore, Beth Brecher (8:02 pm)

Staff Presentation

Community engagement coordinator Kaitlyn Keller stated that Novemberfest will be held on Saturday, November 2. It will be fun for all ages. There will be a band with live music, crafts and activities. Face painting and a raffle will be offered. There will also be guest speakers such as health and wellness presenter Frank Vaught, Arlene Santiago known for her Chair Yoga program and more.

APPROVAL OF MINUTES

The minutes of the regular meeting of September 19, 2024, were approved as distributed.

COMMUNICATIONS

Library Director VanSwol advised there were no communications.

AUDIENCE TO VISITORS

Trustee John Moore offered greetings from village board and explained some things happening around the village. There will be a reconfiguration of Forest Blvd. The Veterans Commission and the Village (celebrating its 75 anniversary) will have a tribute to honor veterans on Saturday, November 9 at Central Park & Freedom Hall. The program will once again include a landing of the Huey Rescue Helicopter.

Village Manager Tom Mick is retiring in June 2025 and a search committee is working on finding a replacement.

FINANCIAL REPORT

Library Director VanSwol stated the September numbers are in the board packet and we are 25% through fiscal year.

REPORT OF THE BOARD PRESIDENT

President Merchant offered that she is happy the library was able to create 129 new library cards and “hats off to those who worked on it.” It is also great to see so many notes commending our friendly staff.

REPORT OF THE LIBRARIAN

Library Director VanSwol is excited about Novemberfest. She also noted that patrons are still taking pictures with the library card sign from Library Card Sign-Up month. Director VanSwol advised, the library card survey is finished and results are in the board packet. On December 5 and 6 new A/V equipment will be installed in the Ringering room, the new computer server is being installed and the phones have been working better.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Library Director VanSwol stated she and Library Assistant Elijah Gardner Woods were present at Olympia Fields Octoberfest on Saturday, October 12. They spoke with residents who were interested in books and 1 person signed up for library card.

REPORT OF COMMITTEES

There were no committee reports.

2024 LIBRARY LEVY REQUEST 2ND READING

President Merchant called for a motion and further discussion of the levy. The board discussed 4 options for the levy.

Trustee Shnay motioned to approve levy proposal 1 for a reduction \$100,000 to the General Property Tax Levy.

Trustee Rangel seconded.

The motion passed by roll call vote, 4 in favor, 2 against

LIBRARY CARDS POLICY 2ND READING

President Merchant requested a motion to approve the library cards policy as submitted. The board discussed the motion.

Policy changes will be made as discussed and the item will be moved to the November meeting agenda.

RESOURCE SELECTION POLICY 1ST READING

The board reviewed and discussed the policy. No changes were agreed upon at this time.

EARLY LIBRARY CLOSURE NOVEMBER 27, 2024 AT 5:00PM

President Merchant requested a motion that the Board approve the closure of the library on Wednesday, November 27, 2024 at 5:00pm.

Trustee Rangel motioned, Trustee Rodrigues seconded.
Motion carried.

LIBRARY CLOSURE ON DECEMBER 20, 2024

President Merchant requested a motion that the Board approve the closure of the library on Friday, December 20, 2024, for a staff in-service day.

Trustee Rangel motioned, Trustee Coleman seconded.
Motion carried.

ADJOURNMENT

The meeting adjourned at 8:25pm.