

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

August 20, 2020

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:32 pm.

ROLL CALL

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Felicia Rangel, Dannthy Garçon, Janis Elmore, and James Pressler

Absent: Linda Marron

Park Forest Public Library Staff: Barbara Osuch, George Manno, Jennifer Oosterbaan, Brittany Coleman, Katherine Goosby, and Mary VanSwol

Also present: Village Trustee Glenna Hennessy

APPROVAL OF MINUTES

The minutes of the regular meeting of July 16, 2020, were approved as submitted.

COMMUNICATIONS

Library Director Osuch had no communications.

AUDIENCE TO VISITORS

No one addressed the Board.

FINANCIAL REPORT

Library Director Osuch noted that the library has completed the first month of the new fiscal year.

REPORT OF THE BOARD PRESIDENT

President Merchant stated that the Board received a letter from Alice McBride. President Merchant responded and sent a copy of the letter to the other trustees. Alice McBride had requested information regarding the Library's plan to reopen and wanted an in person meeting. President Merchant responded by email instead. The Library is reconfiguring the interior to comply with social distancing. When the Library does reopen, it will be by appointment. Alice

McBride also sent letters to the Mayor and Village Manager. The Mayor sent a letter thanking the staff at the Library for their work.

President Merchant asked about curbside pickup and increasing hours.

REPORT OF THE LIBRARIAN

Library Director Osuch stated that the Library is doing free book giveaways on Fridays, which was Patron Services Manager Vanessa Cameron's idea. Library Director Osuch congratulated Brittany Coleman on her new position. She is leaving the Library next week.

Library Director Osuch stated that the Internet Use Policy is on the agenda. Pending Board approval, the Library will reopen by appointment for computer usage. The entrance will be by the back door. The Library will increase hours as needed.

President Merchant asked for curbside pickup hours to be extended as soon as possible.

President Merchant made a comment that on the library's website, there is a notice saying that items are not available from other libraries. That disclaimer needs to be taken down because interlibrary loan is back up and running.

LIBRARY SECURITY

President Merchant noted that the information requested from BPG was included in the packet. Trustee Elmore asked whether the Library would need security services in the next few months. The Board discussed when security will be needed.

The Board discussed which company would be best to use. Staff member George Manno stated that he would ask the three companies if they need to resubmit their bids. Trustee Garçon asked if there would be a fee if the Library had a contract but had to close. Staff member George Manno stated that the Library would want a contract that paid security only for the hours worked.

President Merchant and Trustee Pressler suggested having the lawyer look at the contract before it is signed.

The Board discussed starting services in 2021.

DRIVE-UP BOOK PICK-UP/RETURN

President Merchant stated that the Board is still waiting to have a contract on the building.

ROOF

President Merchant stated that last month, the Board discussed roof repair in the fall. Staff member George Manno stated that September 15, 2020 is the date the company could install the

membrane. Otherwise, they would have to wait until next spring when the weather warms up again. A patch on the roof needs replacing. The Board discussed going forward with the repair in September.

Trustee Rangel moved to approve the bid from Anthony Roofing Company to commence with work September 15, 2020, to repair the roof.

Trustee Garçon seconded.

The motion passed by roll call vote: 5 in favor, 0 against, 0 abstentions, 1 absent

NON-RESIDENT CARD RESOLUTION

Trustee Rangel moved that the Board approve the resolution to participate in the Public Library Non-Resident Services Act.

Trustee Garçon seconded.

The motion passed by roll call vote: 5 in favor, 0 against, 0 abstentions, 1 absent

INTERNET USE POLICY

President Merchant made a suggestion to add the word procedures to Internet Use Policy. She noted that there was nothing stated about the wireless services. She asked for a statement about the wireless network being unsecured. Individuals are responsible for anti-virus software on their personal computers.

President Merchant had a comment about the Internet Terms of Use. She asked whether patrons could damage the computers. The Library does have protective software. President Merchant asked that a line be included that prohibits viewing offensive materials.

LIBRARY DIRECTOR INCREASE

Trustee Rangel moved that the Board approve the agreed upon increase for the Library Director effective 7/1/2020.

Trustee Garçon seconded.

The motion passed by roll call vote: 5 in favor, 0 against, 0 abstentions, 1 absent

CLOSING COMMENTS

President Merchant thanked Brittany Coleman for her service and congratulated her on her new job. Trustee Rangel added her congratulations.

Trustee Rangel said that some patrons have approached her about a streaming service called Kanopy. Library Director Osuch stated that the staff is looking into it.

ADJOURNMENT

The meeting adjourned at 8:35 pm.