

PARK FOREST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

February 18, 2021

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, Linda Marron, Dannthy Garçon, Janis Elmore, and James Pressler

Absent: Felicia Rangel (arrived 7:31 pm)

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

Also present: Village Trustee Glenna Hennessy and Alice McBride

**APPROVAL OF MINUTES**

The minutes of the regular meeting of January 21, 2021, were approved as submitted.

**COMMUNICATIONS**

Library Director Osuch noted that the hard copies of the financial audit had arrived for the Board members.

**AUDIENCE TO VISITORS**

No one addressed the Board.

**FINANCIAL REPORT**

Library Director Osuch noted two items that will be voted on in the budget amendment, Unemployment and Contractual Facility Development.

**REPORT OF THE BOARD PRESIDENT**

President Merchant was happy with the partnership with the Rich STEM center. She also congratulated the staff who are working on projects for children and adults. President Merchant asked staff member George Manno about the glass wall mentioned in his report. He stated that

the wall is bowing. Trustee Marron asked about the other windows. He said the other windows are not weight bearing. The wall in question is the only problem window.

### **REPORT OF THE LIBRARIAN**

Library Director Osuch talked about the promising news regarding COVID regulations. RAILS is reducing the quarantine period for items to 24 hours. One of the things the Library did during the fall was to install air purification units in the HVAC system. The Library also ordered mobile air purifiers, which can be used for meetings.

Library Director Osuch talked about the virtual programming available from the Library. RAILS started a program consortium, and our library joined to provide author talks to our patrons.

President Merchant asked whether you need a library card to participate in the author programs. Library Osuch stated that it is handled by library, and the Park Forest Public Library would ask for a library card.

President Merchant asked about the need for mobile purifiers. Library Director Osuch answered that it will help with the comfort level of patrons. Staff member George Manno stated that the two small conference rooms have no ventilation.

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

They will meet on February 24, 2021.

### **REPORT OF COMMITTEES**

Finance: Trustee Marron thanked the Board members who attended the finance committee meeting.

### **LIBRARY BUDGET FISCAL YEAR 2021-2022 – 2<sup>ND</sup> READING**

Trustee Marron reported that the finance committee reviewed the budget draft. The committee favored option three for the salary scale and increases. The Board discussed the salary scale option, and everyone favored option three.

### **BYLAWS – 2<sup>ND</sup> READING**

Trustee Rangel moved that the Board approve the Bylaws as submitted.  
Trustee Garçon seconded.  
The motion passed.

### **PUBLIC COMMENTS POLICY**

Trustee Pressler moved that the Board approve the Public Comments Policy as submitted.  
Trustee Garçon seconded.

The motion passed.

### **BUDGET AMENDMENT**

Trustee Marron moved that the Board approve the budget amendment as submitted.

Trustee Rangel seconded.

The motion passed.

### **SECURITY CAMERA POLICY**

The Board reviewed the security camera policy. President Merchant noted a section of the policy that stated that no one may take unauthorized videos. The Board discussed this issue and asked for clearer language.

### **SUCCESSION PLAN**

President Merchant asked about keeping documents in the basement. Library Director Osuch answered that documents from past years are in the basement. President Merchant asked about the DUNS. Library Director Osuch answered that it is used for grant applications.

The Board discussed the succession plan.

### **LIBRARY REOPENING PLAN/EMERGENCY CLOSING**

President Merchant stated that if the heat goes out or there is no electricity, it is understandable that the Library closes. She talked about anticipating snowstorms and the procedure schools follow. The schools would contact each other and talk about who was closing. President Merchant said that the Library should contact other libraries regarding snow closures.

Library Director Osuch stated that she would like to reopen the Library but would like the Board to approve a security plan to have a security guard at the front door to maintain capacity and make sure people are wearing their masks. She suggested hiring a security firm and reevaluating after three months. The capacity for reopening would be forty patrons. She would like to allow patrons into the building without appointments and continue curbside services. Homebound delivery services are still taking place.

The Board discussed security but would like more information before making a decision.

The Board discussed reopening plans. The Board selected March 8 to reopen the Library. The Board will review security at the March Board meeting.

The Board discussed the hours. The Library will maintain current hours for review later.

Trustee Rangel stated that the Library should make sure the security companies would be willing to do a trial period.

## **ADJOURNMENT**

The meeting adjourned at 8:46 pm.