

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 16, 2017

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:01 pm.

Those present were:

Park Forest Public Library Board Members: Sevena Merchant, Linda Marron, Felicia Rangel, and Beverly Helm

Absent was: Sandra Flowers, Lance Jefferson, and Erik Rodman

Park Forest Public Library Staff: George Manno, Jennifer Oosterbaan, Millie Robles, Renee Wick-Brink, Katherine Henderson, Victoria Wittig, and Mary VanSwol

Also present: Olympia Fields Public Library Trustee Joan Braden, Katie Braden, Matt Wenzel, Jane Nicoll-Stover, Michael Gans, Paul Bolbaum, and Judy McGee

APPROVAL OF MINUTES

The minutes of the regular meeting of January 19, 2017, and the budget meeting of February 2, 2017, were approved as distributed.

COMMUNICATIONS

Library Director Osuch passed the sharing basket of flyers. *The Book of Joy* is the next book discussion selection. The Library is hosting a gardening festival in conjunction with the Village and other community organizations on March 25th. The Library is going to give each child from Arcadia School a library card to check out one book from the kids' zone during the upcoming field trip. The children may return and check out up to five books. This pilot program will be expanded to other schools.

Trustee Helm asked whether the Library could track how much the school cards are being used.

AUDIENCE TO VISITORS

Jane Nicoll-Stover commented that there is limited space at the Library for community organizations to post their flyers. She encouraged the Library to increase space for advertising for community organizations.

FINANCIAL REPORT

Library Director Osuch passed out a technology update and expected capital expenditures for next fiscal year.

Trustee Marron asked when the next tax payments would come in. Library Director Osuch answered that it would likely come in March.

REPORT OF THE BOARD PRESIDENT

President Merchant stated that representatives from the Olympia Fields Library Board and Park Forest Library Board met last night to discuss the next contract. Some wording is going to change in the contract. One change is clarifying that homebound services are available for Olympia Fields patrons. The Olympia Fields Library Board would also like the address of the book drop to be listed. The Olympia Fields Library Board would like to make a five-year contract. The first two years would remain the same in price, and the third year would go up 1% and remain the same for three years.

REPORT OF THE LIBRARIAN

Library Director Osuch talked about a plan to expand the Share Space into an Exploratorium, providing a space for hands on activities that ties into displays. She passed around a basket of objects that might be featured in an Explore Space. The wall would need to be removed on the front study room. A third study room could be created in the back of the library next to the other two study rooms, where the Library is quieter. Some of the funds for this project could come from the Donna Wade Memorial Fund, which has a balance of \$8,972. The project total would be \$11,500, leaving a balance of \$2,528. Victoria Wittig talked about the collections that the Library has displayed from community organizations and individuals. Library Director Osuch talked about a documentary called Animal Homes.

Trustee Helm suggested the Field Museum as a source for displays. Victoria Wittig answered that the Library has a relationship with them, but the items can be borrowed for only a short time.

President Merchant asked whether there would need to be supervision for the materials in the Share Space. The materials would not need supervision, but the space in question would be at the front of the Library where staff are present.

Trustee Marron asked for a visual explanation of the spaces. The Board will view the space after the meeting.

Library Director Osuch noted that the Girls Scouts want to sell cookies on Saturday, February 25th.

Trustee Rangel moved that the Board allow the Girl Scouts to sell cookies at the Library on Saturday, February 25th.

Trustee Helm seconded.

The motion passed.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Trustee Braden asked whether the Library still visits Brookdale. A Library representative visits with books. Trustee Braden stated that there will be three vacancies on the Olympia Fields Library Board. Sherry Demian has taken over as treasurer. Dwight Floyd and Joan Braden are not running for reelection. The Board is delighted with the Arcadia School fields trips. The Board is paying for the buses for the field trips.

The Olympia Fields Library Board requested more digital programs for seniors. Trustee Braden talked about the Little Free Library. The Olympia Fields Library Board is going to install a new Little Free Library, which has the word "Peace" in 80 different languages.

REPORT OF COMMITTEES

Olympia Fields: No report

Friends: No report

Finance: No report

Village: No report

UNFINISHED BUSINESS

Trustee Helm asked whether the computers that were not working are now running. Library Director Osuch answered that they are.

Trustee Helm asked whether there is a minimum number of books per population. Library Director Osuch answered that there are standards, and she will prepare a statement for the Board.

Trustee Rangel asked whether patrons can pay fines online. Staff answered that they can.

STRATEGIC PLANNING

Trustee Helm stated that she has requested strategic plans from libraries. She has not received any response yet.

PARK FOREST HISTORICAL SOCIETY

Trustee Helm moved that the Board make a contribution of \$1,350 to support half the rent of the archival office.

Trustee Rangel seconded.

Paul Bolbaum, Park Forest Historical Society Trustee, addressed the Library Board on behalf of the Historical Society. The Historical Society rents space from St. Mary's Church for the archives. The Village of Park Forest provides grant funding, used to pay for the Museum space. Mr. Bolbaum talked about programs and handouts made by the Historical Society. He asked for the Library to create signage and a handout promoting local history materials in the Library. He also asked for a web page on the Library's website for the Historical Society.

Trustee Marron asked how long the contract for rent is. The contract is for one year. She also asked about the web page.

The motion passed by roll call vote: three in favor, one abstention, and three absent.

Jane Nicoll-Stover addressed the Board about the Historical Society and upcoming programs. The Underground Railroad in Illinois program is February 26th. The Hall of Fame program is Sunday, April 23rd.

ADJOURNMENT

Trustee Helm moved to adjourn.

Trustee Rangel seconded.

The meeting adjourned at 7:54 pm.