

PARK FOREST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

February 21, 2019

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:33 pm.

**ROLL CALL**

Those present were:

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

Absent: Sandra Flowers and Keith Supler

Olympia Fields Public Library Trustee: Carolyn Johnson

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

Also present: Village Trustee Georgia O'Neill, Village Finance Director Mark Pries, and Jolyce Abernathy-Morris

**AUDIT REPORT**

Village Finance Director Mark Pries gave a report on the finances of the Library from the FY17-18 audit. The Library's finances are in good standing.

**APPROVAL OF MINUTES**

The minutes of the regular meeting of November 15, 2018, and the regular meeting of January 17, 2019, were approved as submitted.

**COMMUNICATIONS**

Library Director Osuch passed the sharing basket of flyers. The Library received a grant from Thorn Creek Audubon Society to bring programs to the Library. The Library is considering creating a bird sanctuary.

**FINANCIAL REPORT**

Trustee Marron noted that the account previously named Computer Supplies is now called Computer/Software/Website.

## **REPORT OF THE BOARD PRESIDENT**

President Merchant was interested in the statistics in the January report and liked the graphics.

Trustee Marron commended the curbside service.

Trustee Helm asked about the circulation statistics. She noted the low circulation numbers for YA and periodicals. Library Director Osuch stated the staff member Katherine Goosby will be taking over teen services.

## **REPORT OF THE LIBRARIAN**

Library Director Osuch stated that she is proud of the entire staff, and she commended Katherine Goosby and Vannessa Cameron for their work in their new positions. Brittany Coleman made a beautiful display. Library Director Osuch passed around the feedback cards that the Library is using for program feedback.

The Candidates Forum is March 3 at 1:00 pm at Village Hall.

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

Olympia Fields Public Library Trustee Johnson stated that their election is coming up, and their current president and vice president are not running. The Olympia Fields Library Board continues to work to make the residents aware that the Park Forest Public Library is their library. The Board approved a donation of \$100 for Brittany's veterans series.

Trustee Helm asked about the active shooter training noted in the Olympia Fields minutes. Olympia Fields Trustee Johnson stated the President Pierson had suggested that the staff have active shooter training.

## **REPORT OF COMMITTEES**

The Friends of the Library will meet on March 5.

## **REFERENCE AND READERS' ADVISORY POLICY**

Trustee Marron moved to approve the Reference and Readers' Advisory Policy as submitted. Trustee Woods seconded.

Trustee Helm noted that she wants to change "his or her" to "a" professional in the section under Limitations.

The motion passed.

## **LANDSCAPING BIDS 2019**

Trustee Marron moved to approve the bid from Infinity for landscaping work.  
Trustee Rangel seconded.  
The motion passed.

### **LIBRARY BUDGET FY 19-20**

Trustee Marron noted the reduced income. President Merchant asked what each of the categories encompasses. Library Director Osuch stated that they could have a list of accounts at the next meeting. President Merchant added that at the last meeting, Library Director Osuch had suggested eliminating fines. The Board discussed fines. Trustee Marron asked to find out how much the Library pays out to SWAN for other libraries' fines.

### **JANITORIAL BIDS**

The Board looked at the bids. The current company is Alpha Building Maintenance, and their contract is up in June. Staff member George Manno stated that he has called in Alpha several times for extra services, and they did not charge extra.

### **COMMENTS**

Trustee Woods noted one of the programs featuring Allen Lynch.

Olympia Fields Trustee Johnson commended Brittany for the display.

### **ADJOURNMENT**

The meeting adjourned at 8:52 pm.