

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 21, 2018

The regular meeting of the Park Forest Public Library Board of Trustees opened at 7:02 pm.

ROLL CALL

Those present were:

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

Absent were: Felicia Rangel (arrived 7:16 pm) and Sandra Flowers

Park Forest Public Library Staff: Barbara Osuch, George Manno, Jennifer Oosterbaan, Renee Wick-Brink, Jasmine Swinea, and Mary VanSwol

Also present: Village Trustee Georgia O'Neill and Alice McBride

APPROVAL OF MINUTES

The minutes of the regular meeting of May 17, 2018, and the strategic planning meeting of June 7, 2018, were approved as submitted.

COMMUNICATIONS

Library Director Osuch explained that the slide show was from the summer reading kick-off. She passed the sharing basket of flyers. The artwork hanging in the Ringering Room is from the Tallgrass Arts Studio class. The Friends of the Library social was in June. Library Director Osuch passed around materials about the Friends. She passed around copies of the book *Fisherman's Blues*, which is the book discussion selection for July.

FINANCIAL REPORT

Trustee Marron asked about the Plants account. Library Director Osuch explained that \$11,000 was spent on the pollinator garden. That money is going to be reimbursed by a grant.

REPORT OF THE BOARD PRESIDENT

President Merchant talked about the strategic planning meeting on June 7 with Village Manager Tom Mick. She thanked the Board for their input. President Merchant enjoyed seeing the activities planned for patrons.

REPORT OF THE LIBRARIAN

Library Director Osuch noted that the Library met with the Member Engagement Manger from RAILS, Dan Bostrom.

STRATEGIC PLANNING

The Board created five goals at the strategic planning meeting:

- 1) Cultivate a plan to develop and engage the young population.
- 2) Provide relevant training to enhance job readiness skills of the community.
- 3) Continue to diversify the slate of programming offered to the patrons.
- 4) Evolve and improve the Park Forest Library facility to meet the needs of the community.
- 5) Inspire a culture which nurtures staff growth and enriched capacity toward maximizing organizational effectiveness.

President Merchant talked about developing measurable objectives. A possible objective for goal three would be to increase the Library's programming to include the underserved population of the Library. She asked the Board to think about possible objectives for the next meeting. She also asked the staff to create objectives for those goals.

Trustee Woods stated that he would like goal five to include trustee development. The wording could be changed from growth to development.

Goal five could be changed to: Inspire a culture which nurtures staff and trustee development and enriched capacity toward maximizing organizational effectiveness.

Trustee Supler commended the Board for their work.

Trustee Marron asked how long the plan would last. President Merchant answered that it will depend on how well the Library reaches the goals. Trustee Marron suggested that some steps will take a year and some others might be five-year projects.

DISASTER RECOVERY PLAN – 1ST READING

President Merchant asked about the listings under Landscaping. Project Care Management is taking care of the weeding. Tina Turner and her company Infinity are still listed. Staff member George Manno stated that she is running the Pollinator Garden. The Board discussed the grant and what it involves.

President Merchant asked about sources of offsite equipment. She questioned the inclusion of plastic milk crates. The word "milk" might be dropped.

President Merchant asked the Board to review their contact information.

CANCELLATION OF JULY MEETING

Trustee Marron moved that the Board cancel the regular meeting for July 2018.
Trustee Woods seconded.

Trustee Supler asked why the Board would cancel the July meeting. President Merchant answered that many people go on vacation in July, and the meeting is usually cancelled.

The motion passed.

LIBRARY DIRECTOR EVALUATION

The evaluation will take place in executive session.

EXECUTIVE SESSION

Trustee Marron moved to go into Executive Session.
Trustee Supler seconded.
The motion passed.

At 7:52 pm, the Board adjourned to Executive Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees under Section 5 ILCS 120/2(c)(1).

ROLL CALL

The meeting reopened at 8:39 pm.

Those present were:

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

Absent was: Sandra Flowers

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

LIBRARY DIRECTOR EVALUATION

Trustee Supler moved to approve the agreed upon salary increase for Library Director Osuch.
Trustee Rangel seconded.
The motion passed by roll call vote: 6 in favor, 0 against, 0 abstentions, 1 absent

ADJOURNMENT

The meeting adjourned at 8:40 pm.