

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 6, 2020

The committee-of-the-whole meeting of the Park Forest Public Library Board of Trustees opened at 9:51 am.

ROLL CALL

Those present were:

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

Absent: Linda Marron (arrived 10:15 am) and Dannthy Garçon (arrived 9:52 am)

Park Forest Public Library Staff: Barbara Osuch and Mary VanSwol

LIBRARY BUDGET FY 2020-2021

The Board discussed the budget for FY 2020-2021.

President Merchant talked about the indirect cost to the Village. She asked how the calculation is made for what each department owes. Library Director Osuch will take questions to Village Finance Director Mark Pries.

President Merchant asked what building maintenance the Village has paid in the past. Library Director Osuch answered that they covered HVAC and the roof. Trustee Rangel wanted to know how much the Village has paid on the Library's behalf to see what those expenses will be for the Library going forward. The Board asked for information going back five years on how much was spent and what it was spent on. Trustee Pressler asked about other maintenance. Library Director Osuch answered that the Library has taken care of other maintenance issues.

President Merchant asked about the transfer from other funds. Library Director Osuch answered that the Village accidentally lowered the levy, and this amount is a correction that will apply only to FY 2020-2021.

President Merchant stated that the Library does not have a contract with the Village. The Board is requesting a contract with the Village to state the responsibilities of each party. Library Director Osuch stated that the Village is working with attorneys to transfer the deed to the building to the Library. President Merchant stated that she believes that the Library is part of the Village and does not see the Library as a separate entity.

The Board discussed changes to revenues. Trustee Pressler suggested reducing the interest income to \$30,000.

The Board discussed changes to expenses. President Merchant asked about the travel expenses. All staff who want to be reimbursed for travel must submit their mileage. Trustee Rangel asked about training expenses. Training expenses have gone up because of staff participation in the Virgin Pulse Health Miles program.

Trustee Pressler asked about the computer/software/website budget. He asked about maintenance contracts. Library Director Osuch answered that the staff create an annual technology plan.

Trustee Garçon asked about Vehicle Rental-Interfund. Library Director Osuch answered that the Village assigns that cost.

The Board discussed what the breakdown of the Indirect Cost to the Village would be.

Trustee Rangel asked about the capital outlays and the reduction in the book accounts. The Board discussed the changes to the budget to favor technology and experiences over materials.

Trustee Marron asked what the minimum expense is for expenses that need to be presented to the Board first. The Board discussed purchase of items and creating a policy to state when the Board needs to approve purchases.

The Board discussed stolen materials and weeding and the use of the Library.

The Board asked about other equipment rentals. The Library rents the copy machines.

The Board decided to change the interest income back to \$50,000.

The Board discussed the salary projections and security services. The Board awarded a 2.5% increase to staff last year. Trustee Pressler said that the cost of living increase is 2.5%. The Board discussed giving the staff a 2.5% increase for next fiscal year.

ADJOURNMENT

The meeting adjourned at 11:45 am.