

PARK FOREST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

March 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, Felicia Rangel, Dannthy Garçon, Janis Elmore, and James Pressler

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 special meeting of February 11, 2021, the finance meeting of February 12, 2021, and the regular meeting of February 18, 2021, were approved as submitted.

**COMMUNICATIONS**

Library Director Osuch had no items to bring to the Board.

**AUDIENCE TO VISITORS**

No one addressed the Board.

**FINANCIAL REPORT**

Library Director Osuch stated that the financial report for February was included in the packet.

**REPORT OF THE BOARD PRESIDENT**

President Merchant stated that she is curious about how the Library is doing since reopening. She also asked whether the Library needs to advertise that it is open. Library Director stated that the Library has advertised on the marquee sign, the website, social media, and the water bill. President Merchant suggested having a small flyer for curbside patrons explaining that the library building is now open.

**REPORT OF THE LIBRARIAN**

Library Director Osuch stated that the Library reopened on March 8. The first day, 45 patrons came to the Library. The staff prepared welcome bags for the patrons who came to the Library the first week of being open. She commended the staff for their reports and their engagement with the community. Programs are popular with the community, and website usage is up from last year.

Library Director Osuch announced that the Library brought back three furloughed employees this month.

Trustee Marron asked whether patrons are allowed to use study rooms. Library Director Osuch answered that the study rooms are currently closed. Trustee Marron stated that the posted curbside hours have changed. Library Director Osuch said that curbside hours are available anytime the Library is open. The Library is trying to get a sense of when services are needed most. Trustee Elmore asked who the employees were that returned. Library Director Osuch answered that they are Savannah Altman, Ketura Robinson, and Loretta Knight.

Trustee Rangel congratulated the staff on making the Library inviting. She also appreciated the virtual programming. She asked whether some of the activities would remain virtual. Library Director Osuch answered that the Library would continue to offer some programs virtually.

President Merchant complimented the staff on their programs.

Trustee Marron asked how the Library is helping the staff to get vaccinated. Library Director Osuch stated that the Library is following Cook County guidelines as to eligibility for the vaccine. Trustee Pressler asked whether the library staff is classified as a public-facing group. Library Director Osuch answered that they are not. Trustee Pressler stated that the governor is planning to open up vaccinations to everyone 16 and up as of April 12. Library Director Osuch stated that she could pass the information along. No mandate exists to require staff to be vaccinated.

Trustee Rangel suggested going to the Village Board to recommend that a vaccination site be opened in Park Forest. Village Trustee Hennessy stated that the mayor is working to bring a vaccination site to Park Forest.

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

Library Director Osuch stated that the Olympia Fields Public Library Board met last month and completed their per capita grant requirements. Their next meeting is March 24, 2021, at 7:30 pm.

### **LIBRARY BUDGET FISCAL YEAR 2021-2022 – 3<sup>RD</sup> READING**

Trustee Marron moved that the Board approve the FY 2021-2022 budget as submitted. Trustee Rangel seconded.

The Board discussed the budget.

The motion passed.

### **SECURITY CAMERA POLICY – 2<sup>ND</sup> READING**

Trustee Rangel moved that the Board approve the Security Camera Policy as submitted.

Trustee Elmore seconded.

The motion passed.

### **SUCCESSION PLAN**

Trustee Pressler moved that the Board approve the Succession Plan as submitted.

Trustee Rangel seconded.

The motion passed.

### **LIBRARY SECURITY**

President Merchant stated that the letter from BPG is dated from February 2020. She asked whether there was an update from the company. Library Director Osuch stated that BPG confirmed on the phone that they would honor their proposal. President Merchant asked for their confirmation in writing.

President Merchant asked why there are two shifts in the proposal. Staff Member George Manno said that those are pre-pandemic hours, and BPG is willing to work with the Library on specific hours.

Trustee Marron asked about the state of the Library. Library Director Osuch stated that there have not been a lot of patrons, but it is only week two since the reopening. She does not see any immediate need for security, but she wants to know from the Board when they would like to reinstate security.

The Board discussed the need for security. The Board agreed to wait until later to start security services and will discuss the issue again at the July meeting.

### **RESOURCE SELECTION POLICY**

President Merchant stated that she would like to add a line under General Considerations to include the expense of software and hardware as a budgetary consideration.

Under children's resources in the second paragraph, President Merchant asked that a line be added specifying that parents can limit what their children can check out.

Under Reconsideration of Resources, President Merchant would like to strike the line that suggests patrons have an informal discussion rather than follow a formal written procedure. Library Director Osuch stated that sometimes an informal conversation will diffuse the issue

without going through the formal process of filing a complaint. President Merchant stated that she would like the policy to be clearer and that the complaint should be a written formal complaint. President Merchant asked for the form for reconsideration of resources be included in the next Board packet.

Trustee Marron asked about the phrase that the collection is targeted primarily to an English-speaking audience. The Board discussed removing the statement.

### **GLASS BLOCK WALL REPAIRS**

President Merchant asked whether the Library got only one proposal. Staff Member George Manno answered yes because the contractor has his own engineer and saves money. He has done previous work on the building. President Merchant asked for another bid before moving forward.

### **PARK FOREST HISTORICAL SOCIETY ARCHIVE RENT**

Trustee Rangel moved that the Board approve the payment of \$1,650 to the Park Forest Historical Society for the annual archive rent contribution. Trustee Pressler seconded.

The Board discussed the rent to the Park Forest Historical Society. Trustee Rangel stated that the work of the Park Forest Historical Society is important, and the Library is partners with them. The Board discussed whether the Historical Society would remain in the same spot.

The motion passed.

### **TOOL LIBRARY**

President Merchant stated that she did some research on tool libraries, and there is one in Chicago. Trustee Elmore said that Crete Library has a tool library. The Board discussed the interest of patrons in a tool library. Library Director Osuch stated that the Village will purchase the tools through a grant. The Library will house the tools because it has the ability to provide access to patrons. The tools will be kept in a locked room in the Library. The Board discussed the Tool Library. They decided not to move forward at this time.

### **ADJOURNMENT**

The meeting adjourned at 8:53 pm.