

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 21, 2019

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, Beverly Helm, Keith Supler, and Joseph Woods

Absent: Sandra Flowers

Olympia Fields Public Library Trustee: Howard Robinson (arrived 7:51 pm)

Park Forest Public Library Staff: Barbara Osuch, George Manno, Jennifer Oosterbaan, Millie Robles, Katherine Goosby, Brittany Coleman, Elizabeth Johnson, Miranda Sharpe, Sarah Repking, Vannessa Cameron, and Mary VanSwol

Also present: Village Trustee Georgia O'Neill, Jane Nicoll, Jolyce Abernathy, and Judy McGee

STAFF INTRODUCTIONS

Library Director Osuch introduced new staff members, Elizabeth Johnson, Sarah Repking, and Miranda Sharpe.

APPROVAL OF MINUTES

The minutes of the regular meeting of February 21, 2019, were approved as submitted.

COMMUNICATIONS

Library Director Osuch received the per capita grant award letter. The amount the Library will receive is \$27,468.75.

Chicago Tribune Media Group listed a program on financial fitness that will take place in April at the Library.

The Friends of the Library will sponsor books to give away at the Coffee and Conversations program starting at the end of March. They donated \$396.

FINANCIAL REPORT

Library Director Osuch had nothing to note. She distributed paper copies of the draft budget for FY 19-20 to the finance committee members.

REPORT OF THE BOARD PRESIDENT

President Merchant thanked Keith Supler for his service. Trustee Supler stated that he will still be active in the Library. Trustee Rangel asked whether he could run as a write-in candidate. He stated that his paperwork was not completed in time. Trustee Supler thanked the Board.

REPORT OF THE LIBRARIAN

Library Director Osuch passed around the April calendar, which has been going into the water bill each month. Another sheet will be in the water bill in April, highlighting major programs. Brittany Coleman has been visiting other libraries and collecting their marketing materials to get ideas for future publications. The Library plans to create a two-sided calendar in the future. Trustee Marron asked that packets of calendars be sent to the senior centers.

Trustee Rangel asked whether you have to bring your own hula hoop for the hula hoop fitness class. Ms. Coleman answered that the instructor provides everything.

REPORT OF COMMITTEES

Finance: The next meeting is March 27 at 1:00 pm.

LIBRARY BUDGET FY 19-20

President Merchant tabled discussion until after the finance committee meeting.

JANITORIAL BIDS 2019

The current janitorial company the Library uses is Alpha Building Maintenance. Building Coordinator George Manno recommended continuing with Alpha Building Maintenance. The Board asked questions about the other bidding companies.

Trustee Rangel moved to approve the bid from Alpha Building Maintenance for janitorial work. Trustee Supler seconded.

The motion passed.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Olympia Fields Public Library Trustee Howard Robinson talked about meeting with Brittany Coleman about outreach to veterans. There are two candidates running for the Olympia Fields Board, Olympia Fields Trustee Robinson and another person.

President Merchant asked about the active shooter training that the Olympia Fields Library Board discussed. Olympia Fields Trustee Robinson talked about having training for the trustees.

Trustee Marron asked about alarms for the police. Library Director Osuch stated that the Library has panic alarms.

PARK FOREST HISTORICAL SOCIETY-ARCHIVE RENT

Jane Nicoll, President of the Historical Society, requested a contribution of \$1,350, which is half of the archive rent at St. Mary's Church. She stated the background of the Historical Society and talked about current efforts. The Park Forest Hall of Fame is April 7 at 3:00 pm at Freedom Hall. The Museum is decorated for Easter until April 27. She invited the Board to attend the Museum and Archives.

Trustee Supler moved that the Board approve the payment of \$1,350 to the Park Forest Historical Society for archive rent.

Trustee Woods seconded.

The motion passed.

BUDGET AMENDMENT FY18-19

President Merchant stated that the submitted budget amendment affects the Telecommunications budget and the Printing/Reproduction/Graphics budget.

The Board discussed the two accounts. The Library anticipates being over budget on those two accounts. Staff member Millie Robles explained what the hotspots are. They provide wireless internet service. The Library can turn off the hotspots if patrons do not return them. The Board talked about the cost of the hotspots.

Trustee Helm moved that the Board approve the budget amendment as submitted.

Trustee Marron seconded.

The motion passed.

COMMUNICATIONS

Trustee Marron stated that she will not be at the April meeting because it is Holy Thursday.

Library Director noted the Laconi banquet invitation in the Board packet.

Library Director Osuch quote Victor Hugo, "A library implies an act of faith."

ADJOURNMENT

The meeting adjourned at 8:30 pm.