

PARK FOREST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 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, Janis Elmore, Beverly Helm, and James Pressler

Absent: Felicia Rangel and Dannthy Garçon (arrived 7:32 pm)

Olympia Fields Public Library Trustee: Carolyn Johnson

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

Also present: Park Forest Village Finance Director Mark Pries, Village Trustee Theresa Settles, Leo Guyton, April Clinton, and Lisha McAfee

APPROVAL OF MINUTES

The minutes of the regular meeting of October 17, 2019, were approved as submitted.

COMMUNICATIONS

Library Director Osuch shared news that the Library received a grant from AgeOptions to provide senior programming in the amount of \$9,350 thanks to the efforts of Community Engagement Coordinator Brittany Coleman.

AUDIENCE TO VISITORS

No one addressed the Board.

FINANCIAL REPORT

Library Director Osuch noted that the regular financial report along with the additional report of checks paid was included in the Board packet.

Trustee Helm asked which budget line included the police officers' salaries. Library Director Osuch answered that their salaries for security at the Library are included in regular salaries.

REPORT OF THE BOARD PRESIDENT

President Merchant asked the Board about their experiences at the Illinois Library Association Conference. The Board discussed the sessions they attended.

President Merchant also commented that the Day of Wellness held at the Library was outstanding. People from all over the community attended the program. President Merchant and Trustee Marron commended Brittany Coleman on her programming.

President Merchant talked about the pecan fundraiser and suggested that the Library advertise the sale on the homepage.

REPORT OF THE LIBRARIAN

Library Director Osuch distributed a security report regarding the police working in the library and the safety hazards regarding the outdoor book drop. A staff member has fallen while emptying the outdoor book drop. Trustee Marron suggested placing the book drop closer to the back entrance. Library Director Osuch offered an alternative of installing a drive-up book drop.

Library Director Osuch stated that the Patron Behavior Policy would be reviewed in January 2020.

She passed around copies of the next book discussion selection, *City of Girls* by Elizabeth Gilbert. She also distributed copies of the *Book Page* magazine.

Trustee Helm asked about Library Director Osuch's report. Library Director Osuch emphasized the importance of security.

REPORT OF THE OLYMPIA FIELDS PUBLIC LIBRARY TRUSTEE

Olympia Fields Public Library Trustee Carolyn Johnson stated that the meeting location for the Olympia Fields Public Library Board of Trustees will be at the Olympia Fields Village Hall at 7:00 pm. The next meeting is December 4, 2019. The Olympia Fields Public Library Board has two vacancies.

TAX LEVY 2019

Park Forest Village Finance Director Mark Pries addressed the Board about the levy proposal. He reviewed ten-year projections for the new tax levy with simple interest and invested funds at a higher interest rate. The reduction of the levy is about 10%, \$212,149. He recommended developing a plan for the money in reserve. He included Library security from the Park Forest Police Department in the projections.

President Merchant asked how much would be invested. Village Finance Director Pries stated that most of the reserve could be invested. Trustee Marron stated that she would not like to

invest the entire amount. Village Finance Director Pries stated that the investments suggested were CDs, bonds, and securities. The investments could be arranged so that different investments mature at different times in case of the need of funds. The current funds are in a money market bank account.

The Board discussed property taxes and how much the Library could expect to see in collection rates in the coming years.

Trustee Helm moved that the present levy be retained.
Trustee Garçon seconded.

The motion passed by roll call vote: 4 in favor, 2 against, 1 absent

LIBRARY CLOSURE CANCELLED: DECEMBER 6, 2019

Library Director Osuch stated that originally, she had wanted the whole staff to attend the training, but the logistics became complicated. The Library will remain open, and a few staff members will attend the training on December 6, 2019.

Trustee Helm moved that the Board rescind the motion to close the Library on December 6, 2019.

Trustee Pressler seconded.
The motion passed.

LIBRARY SECURITY

President Merchant stated that the security detail had been budgeted for \$75,000 per year. The Library attempted to find a more cost effective method, but the police cannot work for a set hourly rate.

Trustee Marron moved that the Board go back to the system that was used last year.
No one seconded.

Trustee Elmore asked about the old system. Library Director Osuch answered that her recommendation is to return to the old system.

Trustee Helm moved that the Board temporarily return to the old system until the January meeting, and that, in the interim, the Board and Library Director explore other options.
Trustee Pressler seconded.

Trustee Marron stated that a Park Forest Police Officer has all the rights of a police officer, whereas a security officer or off-duty police officer from another village would not.

Trustee Helm stated that she wants to see the exact hourly rate of the police officers.

The motion passed with one abstention.

CANCELLATION OF THE DECEMBER BOARD MEETING

Trustee Marron moved that the Board approve the cancellation of the December Board meeting. Trustee Elmore seconded.

President Merchant stated that the Board traditionally cancels the December meeting unless business is necessary.

The motion passed.

LIBRARY EARLY CLOSURE: DECEMBER 31, 2019

Trustee Pressler moved that the Board approve the early closure of the Library on December 31, 2019, at 5:00 pm.

Trustee Marron seconded.

The motion passed.

LIBRARY FINES INITIATIVE

President Merchant stated that the Library conducted a trial of going fine free for children's books for six months. Library Director Osuch went over the results of the survey. The Chicago Public Library is now fine free, and many libraries are moving in that direction.

Trustee Pressler asked about the money collected and talked about having the patron sign a form. The Board discussed what would be included in the fine forgiveness.

Trustee Helm said that she would like to see it expanded for adults. Trustee Marron agreed.

Staff member Millie Robles explained that items are billed after 30 days. Billed items are in a different category and would not be forgiven.

The Board recommended that the Library conduct a pilot of going fine free for all books over the next six months for Park Forest Public Library patrons. The Board recommended advertising it to the residents. Trustee Pressler asked for a report of the percentage of items that are typically overdue. The Library will not waive fines for items from other libraries.

ADDITIONAL LIBRARY SIGNAGE IN THE VILLAGE

Trustee Helm stated that she lives north of the Library and drives south down Orchard Drive. She would like to see signage at the entrance on Orchard Drive. Staff member George Manno said that he would check with the Village to see what is allowed.

EXECUTIVE SESSION

Trustee Helm moved to adjourn to executive session.

Trustee Marron seconded.

At 9:20 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).

LIBRARY EMPLOYEE RULING

The meeting was reopened at 9:59 pm.

Those present:

Park Forest Public Library Board Members: Sevena Merchant, Linda Marron, Dannthy Garçon, Janis Elmore, Beverly Helm, and James Pressler.

Staff present: Library Director Barbara Osuch, Mary VanSwol, George Manno, Jennifer Oosterbaan, and Millie Robles.

Trustee Marron moved that the Board approve the recommendations regarding the part-time employee.

Trustee Helm seconded.

The motion passed.

ADJOURNMENT

The meeting adjourned at 10:00 pm.