



COMMITTEE OF THE WHOLE MEETING MINUTES

A Committee of the Whole Meeting of the Board of Library Trustees of the La Grange Park Public Library District, was held on April 10, 2018 in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Whitman called the meeting to order at 6:15pm
2. Upon roll call the following were present: Trustees Whitman, Foster, Snow, Racanelli and Gies. Executive Director Buckson and Meeting Stenographer Richter were also present. Trustees Gertsen-Briand and Swainson were absent.
3. Introduction of visitor(s): Adult Service Director Gabe Oppenheim, Business Manager Gabriela Magats, Children Services Director Rose Hopkins-LaRocco, and Teen Librarian Samantha Farruggia were present upon roll call. Marketing and Communications Coordinator Susan Fagan arrived at 6:30pm.
4. Public comment: None
5. Approve minutes of the previous meeting(s): Foster made a motion to approve the minutes and Racanelli seconded the motion. All in favor. Motion passed.
6. Department reports:
 1. Young Adult: Farruggia mentioned that she has been an official full-time teen librarian since July. She is working more closely with the Children's Department and continues to help out in Adult Services. As space is cleared out on the main level, she will be expanding the teen section. One area will be for technology and gaming and the other area will be for studying and socializing. A concern she has about her department is that it has been difficult to define the space as a "teen only" area. She has been working with the teen advisory board regarding ideas and suggestions for the teen space. She is also working with a committee put together to create a library of things collection and is hoping to be ready by July. She continues to partner with other organizations.
 2. Adult: The library of things materials will link directly to the catalog. Oppenheim is newer to the position of Adult Services Director. He is pleased with the choice of hiring Catie Synowicz. She is a welcome addition to the staff and has been doing a fantastic job. It was her idea to utilize older monitors to make it possible for patrons to view what the staff are looking at when providing assistance. Oppenheim and staff are continuing to work on collection development, paring down the adult non-fiction and fiction sections. This will allow for better a browsing experience and a fresher collection. Oppenheim and Synowicz have been providing technology tutoring to the area retirement communities. The department will be providing adult story times at the retirement communities as well.
 3. Circulation: Richter and Bridgett Murray visited Plymouth Place to register residents for library cards and/or homebound delivery service. The Technical Services Coordinator and Circulation Technical Services Assistants successfully updated the DVD collection into slim cases. They are nearly finished updated call numbers and labels on the CD collection. Everyone has been preparing for the upcoming competency testing by attending Oppenheim's technology lunch and learn and by working together to share knowledge. Richter will be meeting with vending services regarding providing snacks/beverages for patrons that would no longer be handled at the front desk. Three concerns that the department is looking forward to having addressed are the relocation of the public copier, the lack of safe space for staff in cases of emergency, and the location of the circulation desk. The current location of the public copier makes it difficult for staff to assist patrons. We are hoping that the architects can assist with providing a safe space in the workroom. We would like to see the front desk moved in such a way to be more visible as patrons enter and exit the building.
 4. Childrens: Hopkins-LaRocco and Richter are in talks with the schools regarding providing library cards to children. Hopkins-LaRocco shared our registration form with the school, which will be given to students ahead of time. Circulation will create library cards and Hopkins-LaRocco and

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Richter will visit the schools to hand out the cards. School outreach has been great. Hopkins-LaRocco is working with neighbor library La Grange more often. The department provided a program called "Book Shopping" to the schools. Students are provided with a list of books for different grade levels and they look at books and switch off. The staff continue to come up with interesting ideas for programming. The department is working on putting together everything for summer reading. Hopkins-LaRocco is working with Fagan, Buckson, Oppenheim, and Farruggia on the summer reading programming and she has been working more closely with Farruggia on programming for kids who are in middle school. Christina McPhail has put out amazing programs in her limited hours. Staff from other departments have been a help by hosting or assisting during the Kids Kitchen programs. The collection is taking shape and there is ongoing weeding being performed. Gianna Zicarelli and Jeri Murguia have been working hard on activity boxes. Margaret Whalen-Stec finished a project on the Easy Reader books. Issues in the department include having many physical barriers between staff and patrons, sight lines, and having a lot of ideas but limited time.

5. Friends of the Library update provided by Cathy Foster: The shop is currently closed for cleaning, weeding, and reorganization. When the shop reopens materials will be have standardized pricing. Fagan & Buckson are working on signage for the shop.
6. Marketing: Working on test running word of mouth marketing with front-line staff. The campaign will kick off with the Library database "Novelist." Fagan is currently working on the Summer Newsletter and reading logs. She recently attended an interesting all-day seminar regarding guerilla branding. She shared the news about the Chamber newsletter including a nice write-up for the library.
7. Administration: Magats continues to work on document retention and ensuring that the library stays up to date with providing CPR and AED training and other important training for staff. She wanted to share the fact that the she and the supervisors ensured that SMART goals were utilized when creating competencies for staff. We are using this tool as a way to improve on the already great service.
7. Strategic Plan update: There was discussion about the strategic plan for 2017. Buckson shared the SP working document and spoke about how the plan is laid out and what progress has been made. Management are working to ensure all staff are well trained. There was a lot of time spent on safety training, which will continue. Buckson continues to look at small ways to survey the community, including using the feedback forms provided at multiple locations in the library. Outreach and partnership will continue to be in the plan. Fagan is working to focus some marketing on programs that people might not realize we have. The building will continue to be on the plan. Technology will continue to be part of the plan. Management is spending time looking at what is going on in other libraries and what can work here. Since there is no space for makerspace right now, we have been incorporating things slowly.
8. Break-out sessions: Meeting attendees broke into smaller groups to discuss planning using handouts provide by Buckson.
9. Group discussion
10. Adjournment: Racanelli motioned to adjourn the meeting at 8:24pm and Gies seconded the motion. All in favor. The motion passes.