

**Minutes of the Evergreen Park Public Library
Board of Trustees
Regular Meeting
Wednesday, February 8, 2017
7:00 pm • Library Lower Level**

The meeting was called to order at 7:01 pm by President Kim Shine. The following trustees were present: President Kim Shine, Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Helen Tomczuk, Trustee Thomas Knox, and Trustee Tina Ward. Trustee Deborah Pearson was absent. Library Director Nicki Seidl was also present.

President Kim Shine led the assembly in the Pledge of Allegiance.

Helen Tomczuk motioned to approve the Minutes of the Regular Meeting of November 9, 2016, seconded by Elizabeth Topa. The motion passed unanimously.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for January 2017. Helen Tomczuk motioned to accept the Treasurer's report for audit, seconded by Thomas Knox. The motion passed unanimously.

The Board reviewed the list of checks submitted for payment for December 2016, January 2017, and February 2017. Helen Tomczuk motioned to approve the list of checks for payment of bills for December 2016, seconded by Tina Ward. The motion passed unanimously. Helen Tomczuk motioned to approve the list of checks for payment of bills for January 2017, seconded by Tina Ward. The motion passed unanimously. Helen Tomczuk motioned to approve the list of checks for payment of bills for February 2017, seconded by Virginia Chandler. The motion passed unanimously.

There was no public participation.

Nicki Seidl presented the librarian's report in written format. Business Manager Linda McKeown and Nicki met with Chris Adams, Vice President of Kingston Tile Company to address the remediation of bubbling issues in the resilient flooring in the Activity Room. Anna Wassenaar, Nicki and three unpaid interns who are volunteering their time met with George Peso and the Historical commission to discuss the process for cataloging and scanning items for the photo exhibit commemorating the village's 125th anniversary. Youth Services Assistant Jessica Gradolf is relocating to New Orleans, as she found a full-time reference librarian position. Anna Wassenaar is working with the Evergreen Park Historical commission to organize a photo exhibit commemorating the village's 125th anniversary in 2018. The Ozinga Foundation donated \$1,500 to the project. Good news: the Illinois Humanities Council invited us to submit a full grant application. Bad news: Illinois doesn't have a budget, so money may not be available. The library enrolled in the STEP program through the Illinois Department of Commerce and Economic Opportunity to receive some free energy saving items such as LED exit lighting and heat-sensing light switches. The lower level of the library will be closed to the public, unless in use for a meeting, program, or event. Signage informs the public, and a rope blocks access to the downstairs. Evergreen Reads takes place in March. The Scrabble tournament takes place Saturday, March 11, at 1:00 p.m. Let Nicki know if you can volunteer to help. StoryCorps recording equipment will be in the library in April. Do you know someone who has a story to tell about growing up, living, or working in Evergreen Park? Author Sara Paretsky visits Monday, April 24 at 6:30 pm to promote her new book, Fallout.

Old Business:

- Virginia Chandler motioned to approve the submission of FY2017 Illinois Public Library Per Capita Grant application to the Illinois States Library. Seconded by Tina Ward. The motion passed unanimously.
- Elizabeth Topa motioned to approve the Travel, Meal and Lodging Expenses Policy. Seconded by Virginia Chandler, the motion passed unanimously.

New Business:

- Helen Tomczuk motioned to approve the Revised #2 Rules of Conduct. Seconded by Thomas Knox. The motion passed unanimously.
- The board stated they were not pleased that the architect from the library renovation project specified a resilient flooring for the Activity Room that would be affected by moisture, knowing that the room did not have basement underneath it. Helen Tomczuk motioned to approve the proposal from Kingston Tile Company, 731 Oakridge Drive, Romeoville, IL 60446 to remove existing flooring in Activity room, install moisture barrier, and install vinyl composition tiles for \$2,162. Seconded by Tina Ward. The motion passed unanimously.
- Helen Tomczuk motioned to accept the proposal from Evergreen Electric, 10012 S. Kedzie, Evergreen Park, IL 60805 to install magnetic locks on entry way doors for \$1,650.00. Seconded by Tina Ward. The motion passed unanimously. Nicki will confirm whether there is funding available to upgrade facility security from either the state of Illinois or Cook County before placing the order with Evergreen Electric.

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There being no further business to discuss, Elizabeth Topa motioned and Helen Tomczuk seconded to adjourn the meeting at 8:13 pm. The motion passed unanimously. The next regular meeting of the Evergreen Park Public Library Board of Trustees will be March 8, 2016 at 7:00 pm.

Respectfully submitted,



Helen Tomczuk, Secretary