

**Minutes of the Evergreen Park Public Library  
Board of Trustees  
Regular Meeting  
Wednesday, November 13, 2019  
7:00 pm • Library Lower Level**

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The meeting was called to order at 7:07 pm by President Kim Shine. The following trustees were present: Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Kate Bradley, Trustee James Busk and Trustee Helen Tomczuk. Trustee Debra Pearson was absent with notification. 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 October 9, 2019, 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 October 2019. Helen Tomczuk motioned to accept the Treasurer's report for audit, seconded by James Busk. The motion passed unanimously. Helen Tomczuk motioned to approve the list of checks for payment of bills for November 2019, seconded by James Busk. The motion passed unanimously.

There was no public participation.

**Librarian's Report:**

Youth services assistant Penny Zeilner's last day will be December 2. The staff in-service day will be on Friday, December 6. Library staff will learn basic responses to maintenance issues that may arise and practice building evacuation. Jenna Harte, Suzie Dahlke-Beard, and Julie Keaty attended the Illinois Library Association Conference in Tinley Park. Jenna Harte is representing EP Library on the Evergreen Reads committee. Jenna Harte will be coordinating a new senior advisory group starting in January. All equipment was purchased for Best Buy grant activities. Shales McNutt Construction installed new doors, frame, and hardware at the service entrance at the rear of the library. Jamie Rachlin of Meristem Advisors will attend the January 8 Board of Directors meeting to review the wage projection worksheet through 2025 and the projected operating statement of revenues and expenditures through 2030.

**Report from the Evergreen Park Public Library Foundation:**

The Evergreen Park Library Foundation is happy to report a profit of \$7,976.39 from the Come Together 75th Anniversary Party. Thank you to all that helped make the night a success. The next planned fundraiser is a Sip and Sample on Feb 22, 2020, at the library.

**Old Business:**

Helen Tomczuk motioned to approve the final close-out and payment of \$49,089 to J.L. Adler Roofing and Sheet Metal, Inc, 779 Joyce Road, Joliet, IL 60436 for the roof replacement project. Seconded by Elizabeth Topa. The motion passed unanimously.

Helen Tomczuk motioned to approve the Revised FY2019 Income Budget in the amount of \$1,312,782. Seconded by James Busk. The motion passed unanimously.

Helen Tomczuk motioned to approve the Revised Expense Budget in the amount of \$1,312,782. Seconded by Elizabeth Topa. The motion passed unanimously.

**New Business:**

A revised Disaster Recovery Plan and Vendor Directory was handed out.

Virginia Chandler made a motion to approve the 2020 Evergreen Park Public Library Board of Trustees Meeting Ordinance, seconded by Helen Tomczuk. The motion passed unanimously.

Virginia Chandler made a motion to approve the 2020 Holiday and Closed Days Schedule, seconded by Helen Tomczuk. The motion passed unanimously.

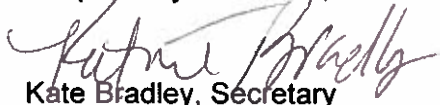
Helen Tomczuk motioned to approve the request for the Library to be closed on Friday, December 6, 2019 for staff development. seconded by Elizabeth Topa. The motion passed unanimously.

Helen Tomczuk motioned to cancel the December 11, 2019 regular meeting of the Evergreen Park Public Library Board of Trustees, due to lack of business to be discussed. The motion was seconded by James Busk. The motion passed unanimously.

The library board discussed the process for conducting the search for a new director, as Nicki Seidl will be retiring in 2021. Virginia Chandler outlined a process used by search committees she has participated in: assembling a search committee, updating a chart of desirable skills, and gathering feedback from focus groups of interested stakeholders. Activities will begin in 2020.

There being no more business to discuss, Helen Tomczuk motioned to adjourn the meeting, seconded by James Busk. The motion passed unanimously, and the meeting adjourned at 8:20 pm. The next regular meeting of the Evergreen Park Public Library will be Wednesday, January 8, 2020, at 7:00 pm in the conference room on the lower level.

Respectfully submitted,

  
Kate Bradley, Secretary