

**Minutes of the Evergreen Park Public Library
Board of Trustees
Regular Meeting
Wednesday, March 11, 2020
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: Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Kate Bradley, and Trustee James Busk. Trustees Helen Tomczuk and Deborah Pearson were absent with notification. Library Director Nicki Seidl was also present.

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

Elizabeth Topa motioned to approve the Minutes of the Regular Meeting of January 8, 2020, seconded by Virginia Chandler. The motion passed unanimously.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for February 2020. Interest accrued in the working cash fund was transferred to the general fund. Virginia Chandler motioned to accept the Treasurer's report for audit, seconded by James Busk. The motion passed unanimously. James Busk motioned to approve the list of checks for payment of bills for March 2020, seconded by Virginia Chandler. The motion passed unanimously.

There was no public participation.

Librarian's Report:

Nicki Seidl and key department heads attended the Public Library Association Conference in Nashville February 25-28. Teen services assistant Mary Black was awarded an *Autism Welcome Here* grant to provide social opportunities at the library for post high school young adults with autism spectrum disorder. Mary is also organizing a Teen Job Fair on Monday, April 20. Beginning April 1, dedicated computers will be available to complete the Census questionnaire with assistance from library staff. Students from A.E.R.O. Special Education Cooperative will periodically volunteer at the library. The Illinois Public Library Annual Report was submitted to the Illinois State Library. Data was collated by librarian Donna Bailey.

Evergreen Park Public Library Foundation:

The Sip and Sample Fundraiser was held on Feb 22, 2020, at the library. 192 people attended this year! The \$4,650.14 raised will fund maker and STEM activities for after school teens. Everyone had a great night out. The Board sincerely thanked library staff that worked so hard to pull this fundraiser together!

There is a Foundation planning meeting on Wednesday, April 8, at 5:45. Helen Tomczuk is serving as President Pro-tem. The next fundraiser is a Micro-marathon (.262 miles) on Sunday, May 31, from noon to 3 pm.

Old Business:

There was no Old Business.

New Business:

Elizabeth Topa motioned to approve the 2020 revisions to the Employee Handbook, seconded by Virginia Chandler. The motion passed unanimously.

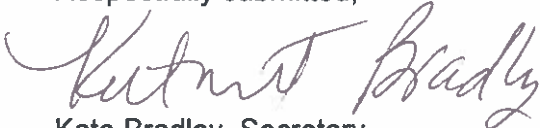
Virginia Chandler motioned to approve the closing of the library on Friday, April 10, 2020, for staff training on serving library users with autism, seconded by Elizabeth Topa. The motion passed unanimously.

Elizabeth Topa motioned to approve the Marketing and Public Relations Specialist job description. Seconded by James Busk. The motion passed unanimously.

The library is currently following the CDC Guidelines for Business in response to a possible pandemic. This is a very uncertain time. Nicki will keep the trustees informed of any measures she has to take to keep the staff and patrons as safe as possible.

There being no further business to discuss, James Busk motioned to adjourn the meeting, seconded by Elizabeth Topa. The motion passed unanimously, and the meeting adjourned at 8:15 pm. The next regular meeting of the Evergreen Park Public Library will be Wednesday, April 8, 2020, at 7:00 pm in the conference room on the lower level.

Respectfully submitted,



Kate Bradley, Secretary