

**Minutes of the Evergreen Park Public Library
Board of Trustees
Wednesday, July 8, 2020, by Zoom
7:00pm**

The meeting was called to order at 7:05pm by President Kim Shine. The following trustees were present: President Kim Shine, Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Kate Bradley, Trustee James Busk, and Trustee Helen Tomczuk. Trustee Deborah Pearson was absent. Library Director Nicki Seidl was also present. Paul Inserra of McClure, Inserra & Company attended the meeting virtually.

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

Paul Inserra reviewed areas of the Annual Financial Report for the year ended on December 31, 2019. Discussed was how smoothly the report went and why it received a qualified opinion (#3 in the audit). Library funds are totally collateralized or covered by the FDIC. Also discussed was post-employment benefits (pg. 17). Paul recommends the treasurer compares bank statements and reconciles them every month, and the petty cash bank reduced.

James Busk motioned to approve the Minutes of the Regular Meeting of June 10, 2020, seconded by Helen Tomczuk. The motion passed unanimously.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for June 2020. Helen Tomczuk motioned to approve the Treasurer's Report, seconded by Virginia Chandler. The motion passed unanimously.

Helen Tomczuk motioned to approve the list of checks for payment of bills for July 2020, seconded by James Busk. The motion passed unanimously.

The effects of the coronavirus pandemic on operating revenue and expenses for 2020 were discussed. Materials and

programming budgets were adjusted downward to compensate for lost revenue due to the library's closure and the additional expenditures needed for a safe reopening. A spreadsheet is being maintained on what is being spent due to COVID-19 pandemic in readiness for applying for any federal or state reimbursement opportunities.

There were no public comments.

Librarian's Report:

Library hours were expanded to Monday-Friday, 10 am to 6 pm, and Saturday, 10 am to 2 pm. 225 patrons used computers in June. About 30% needed staff assistance and 31 used the fax/scanner. Cash handling is minimized as exact change is required and credit card devices are installed on all coin boxes. Users must wear face coverings and practice social distancing. On July 6 the public will be admitted for walkthrough browsing and study room use for one or two people. The library was awarded a \$6,400 grant from Best Buy to purchase ten additional hotspots for loan, add new YA audiobooks and eBooks for young adults and subscribe to databases that provide online homework help from 2 to 11 pm and online interactive help for every step of the job search. Illinois' FY2020-21 budget increases the per capita grant rate from \$1.25 to \$1.475, the first raise since 1995.

Evergreen Park Public Library Foundation:

The account for the Evergreen Park Public Library Foundation currently has a balance of \$60,327.17. The Foundation was awarded a \$1,500 grant from United Credit Union in appreciation of its good work in the community. Disposition to be determined.

Old Business:

The library is slowly adding in more services. 225 patrons used computers in June, 31 patrons used the fax/scanner. RAILS has started delivery and interlibrary loans will resume July 7, at the earliest. Study rooms are available for one to two people. Walkthrough browsing of the collection has begun, as long as people wear masks properly and practice social distancing. It is expected that the library will resume normal hours on September 8. We will be listening to the recommendations from the IDPH for best practices to determine when to restart in-library programming, especially for young children.

Nicki Seidl distributed the documentation of internal controls for

employee use of corporate credit cards for review. Approval will be placed on the August agenda.

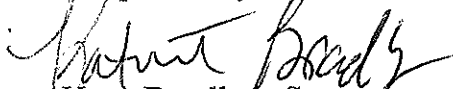
New Business:

Nicki Seidl distributed the Temporary Teleworking Policy and Acknowledgement for review. Approval will be placed on the August agenda.

Nicki Seidl distributed a draft of the Director job description for review and revision at the August meeting.

There being no further business to discuss, Elizabeth Topa motioned to adjourn the meeting. seconded by Helen Tomczuk. The motion passed unanimously, and the meeting adjourned at 9:01 pm. The next regular meeting of the Evergreen Park Public Library will be Wednesday, July 12, 2020, at 7:00 pm in the conference room or on Zoom.

Respectfully submitted,


Kate Bradley, Secretary

