

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday, June 13, 2012
7:00 PM Library Lower Level**

1. President Kim Shine called the meeting to order at 7:02 p.m. Present were Treasurer Elizabeth Topa, Secretary Ruth Hansen, Trustees Ruth McDonald and Tina Ward, and Library Director Nicki Seidl. Vice President Jake Welsh and Trustee Deborah Pearson were absent.
 2. Elizabeth Topa moved to approve the Minutes of the Regular Meeting of May 9, 2012 seconded by Tina Ward. The motion passed, with nary a nay.
 3. The Treasurer's Report was presented by Nicki Seidl. With her guidance, the board reviewed a statement of the library's funds. A motion to accept the Treasurer's Report for audit, presented by Ruth Hansen, was seconded by Tina Ward and passed unanimously. The Board then reviewed the lists of checks for the payment of bills for June. Ruth Hansen moved to accept the list of checks as presented; Kim Shine seconded the motion, which passed unanimously.
 4. **Public Participation:** Joe Quinlan, a resident of Oak Lawn, with offices at 10336 S. Western Avenue in Chicago, spoke to the board about the possible efficiencies and other economic and environmental benefits of switching our fluorescent lights to LED lights, which he sells. He offered to do a ROI analysis (at no charge) for the library.
- 5. Librarian's Report:**
- **Personnel:** Nicki shared several changes in positions: Kerri Stone's time will be split between Acquisitions and the Reference Desk, and Fran Durkin will assume the duties of the Technical Processing Clerk, both effective August 1. Anna Wassenaar is moving from the Children's section to Reference. Erin Stapleton has given notice that she will be leaving at the end of the summer. The library is accepting applications for the position of Library Monitor through the end of June. Nicki interviewed one candidate for the School Liaison position. There is a staff in-service planned for Friday, August 24 for cross-training in various technical procedures. Revisions on the Employee Handbook are finished, and copies were distributed to the Board.
 - **Facilities:** Initial inquiries into warranty coverage for the Carrier rooftop air conditioning unit were denied, as it is past the stated warranty period. Our technician states that the unit was miswired during manufacturing, which would explain the several issues we've had with it, and would not be apparent until it was opened up and examined. Given apparent evidence of faulty manufacturing, and the still recent acquisition of the unit, the board instructed the library director to further pursue monetary compensation from Carrier. On other notes, the bathrooms have been

power washed. The security keypad at the rear double doors had to be replaced. A quote for roofing has been requested; we are waiting for response. Nicki also expressed interest in consulting with a space planner for several adjustments that are under consideration. A building program written by an Illinois state-approved space planner is required when applying for an Illinois State Library construction grant.

- **Technology:** The previously approved migration from SAM to the TBS/PC Reservation public management software has been accelerated due to loss of technical support staff for the SAM system. The library moved the self-check station next to the circulation desk to make it more visible and encourage use during high-traffic times.
- Nicki met with leadership of School District 124 to discuss ideas for coordinating efforts for library card registration for elementary school students. We are unable to include card registration and internet waiver forms in school registration packets this year, but may be able to distribute them on fee payment days or in parent information envelopes; we may also distribute copies of policies relevant to children in the library at that point. The School District will allow distribution of posters publicizing fine amnesty days concurrent with school registration days.
- Our application to the Dreyfus Foundation to support the summer reading program was declined.
- The State of Illinois budget is maintaining current funding levels for libraries.
- Nicki distributed a report on salary projections and benchmarking comparisons with libraries of like operating budgets preparatory to upcoming FY2013 budget discussions. FY2013 salary budget projections were prepared according to guidance from last year's discussion.
- The EPPL Foundation is sponsoring a Garden Walk on July 15 to benefit library programs.

6. Old Business:

The Board continued discussion on transferring funds from the Illinois Funds to the Illinois Metropolitan Investment Fund. Action was tabled pending further process instructions.

7. New Business:

- The Library "Policy Regarding Unattended or Disruptive Children" was reviewed and discussed, and amended as follows:
 - The minimum unattended age was raised from eight to ten.
 - All language regarding disruptive behavior was stricken, as this issue is addressed in a separate policy.

- Language addressing “specialized programming for children” was removed as this eventuality is already covered within the policy.

A motion to approve the “Policy Regarding Unattended Children,” as amended, was offered by Ruth Hansen and seconded by Elizabeth Topa, and passed unanimously.

- Copies of Chapter 9, “Programming” of *Serving Our Public 2.0: Standards for Illinois Public Libraries* and 75 ILCS 10/8 “State Grants” and 10/8.1 “Eligibility for Grants” of *Illinois Library Law and Rules* were distributed to the Trustees for review and later discussion.

8. Adjournment:

At 8:55 p.m. Elizabeth Topa presented a motion to adjourn, seconded by Tina Ward, which passed unanimously. The next month’s regularly scheduled meeting will take place July 11, 2012, at 7:00.

Respectfully Submitted,



Ruth Hansen
Secretary, Evergreen Park Library Board