

**Minutes of the Evergreen Park Public Library  
Board of Trustees  
Regular Meeting  
Wednesday March 14, 2018  
7:00 pm- Library Lower Level**

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The meeting was called to order at 7:20 pm by President Kim Shine. The following trustees were present: Virginia Chandler (Vice President), Tina Ward (Secretary), Elizabeth Topa (Treasurer), Helen Tomczuk (Trustee), Deborah Pearson (Trustee), Tim Scanlon (Trustee). Library Director Nicki Seidl was also present.

President Kim Shine led us all in the Pledge of Allegiance.

Helen Tomczuk made a motion to approve the Minutes of the Regular Meeting of February 14, 2018. Elizabeth Topa seconded the motion - the motion passed unanimously.

The **Treasurer's Report** was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for February 2018. Helen Tomczuk made a motion to accept the Treasurer's report for audit, seconded by Deborah Pearson. The motion carried unanimously. The Board reviewed the list of checks submitted for payment for March 2018. Virginia Chandler made a motion to accept the list of checks; Helen Tomczuk seconded the motion; the motion passed unanimously.

**Public Participation:** none.

**Librarians Report:** Nicki Seidl presented the librarian's report in written format. A big shout out to Laura Meyer and Mary Black on the fantastic job of arranging Ivan-themed events during March. After meeting with Mark Koll of Martin Whalen to review printer and copier usage for 2017 - the library staff did an excellent job of managing usage resulting in a huge drop of overage usage fees! The LibraryMarket online calendar went live March 5, 2018 and now patrons can reserve a meeting room or conference room online, pending approval. The first session of the Dart Corporation funded Lynda.com staff-facilitated meet-ups began with topics including Excel, HTML, PowerPoint and presentation skills. These sessions are part of LinkedIn certification programs that is visible to future employers. Thank you to our staff for running these sessions; Julie Keaty, Rachel Baldwin, Donna Bailey, Christina Brown, and Jessica Ramos. Thank you to Donna Bailey for helping to collate data for the Illinois Public Library annual report which was submitted in advance of the March 1, 2018 deadline. The Live and Learn Construction grant for roof replacement was submitted January 12, 2018; grants will be reviewed April 5, 2018.

**Old Business:** The Evergreen Park Public Library Capital Plan prepared by Chicago Management Project was distributed and discussed. The 2017 appraisal by Asset Control Solutions was distributed and discussed. The print copy is available for viewing for future use.

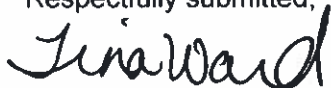
**New Business:**

- Helen Tomczuk made a motion to approve the proposal from Christy Webber Landscapes, 2900 W. Ferdinand, Chicago 60612 for landscaping services at \$190/month (\$1520 annual) and mulch installation for \$1850; Deborah Pearson seconded the motion; the motion passed unanimously.

- Helen Tomczuk made a motion to approve the submittal of the 2018 Illinois Public Library Annual Report to the Illinois State Library; Elizabeth Topa seconded the motion; the motion passed unanimously.

There being no further business to discuss Elizabeth Topa made a motion to adjourn the meeting at 8:29 pm; Helen Tomczuk seconded the motion: the motion passed unanimously. The next regular meeting of the Evergreen Park Public Library Board of Trustees will be April 11, 2018, at 7:00 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Tina Ward". The signature is written in a cursive, flowing style.

Tina Ward  
Secretary EPPL