

**Minutes of the Evergreen Park Public Library
Board of Trustees
Regular Meeting
Wednesday, April 12, 2017
7:00 pm • Library Lower Level**

The meeting was called to order at 7:02 pm by Vice President Virginia Chandler. The following trustees were present: Treasurer Elizabeth Topa, Secretary Helen Tomczuk, and Trustee Tina Ward. Trustees Thomas Knox and President Kim Shine were absent with notification. Trustee Deborah Pearson was absent without notification. Library Director Nicki Seidl was also present.

Vice President Virginia Chandler led the assembly in the Pledge of Allegiance.

Tina Ward motioned to approve the Minutes of the Regular Meeting of February 8, 2017, seconded by Elizabeth Topa. The motion passed unanimously. Note, the scheduled March 8th meeting did not take place due to lack of a quorum of members.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for February and March, 2017. Helen Tomczuk motioned to accept the Treasurer's report, seconded by Tina Ward. The motion passed unanimously. Nicki Seidl advised the Board fifty percent of property taxes have been collected after the first installment. Helen Tomczuk motioned to approve the list of checks for payment of bills for February 2017, seconded by Tina Ward. The motion passed unanimously. Helen Tomczuk motioned to approve the list of checks for payment of bills for March 2017, seconded by Virginia Chandler. The motion passed unanimously.

There was no public participation for this meeting.

Nicki Seidl presented the librarian's report in written format. Nicki Seidl, Nicki congratulated President Kim Shine, Trustee Thomas Knox and Trustee Deborah Person on being elected as trustees. Mary Black, Julie Keaty, Anna Wassenaar, and Kerrie Stone visited StoryCorps at the Chicago Cultural Center to learn how to use the recording equipment for #EvergreenStories in April. This activity is going well. Nicki and Mary Miritello are once again judging the Arbor Day Essay and Poster Contest. Department heads and persons-in-charge will receive CPR training on April 28.

Audiovisual Systems Inc. upgraded the projector and audiovisual equipment in the meeting room, and installed the Smartboard in study room #3, partially funded through the CSX Beyond the Rails grant. Swan is implementing automatic renewals of eligible materials starting May 1. Renewal will depend on the renewal limits set by the lending library and whether there are holds on the item. Patrons who have chosen emails as their method of communication with the library will receive an advisory as to whether the item was renewed (with new due date) or not. Library staff is considering whether a loan rule change, especially on DVDs, will help mitigate patron confusion. A new bicycle rack was ordered through Park Schwinn, funded in portion by Jim Kennedy's memorial donation.

According to the Cook county Homeland Security and Emergency Management Agency, there are no emergency preparedness funds available for any products, including installing automatic magnetic door locks at the library front doors.

Kingston flooring is scheduled to replace the flooring in the Activity room starting April 18. Our Current Technologies technician, Vince Kerner, built a Windows XP system for the library and Dale Borey from Carrier HVAC Controls reinstalled the ComfortView software. We are able to communicate with the HVAC units again.

The Scramble tournament was rescheduled until November 4. Knutte conducted the annual audit the week of March 20. Results should be available for the May meeting. Sara Paretsky will be signing her novel **Fallout** on Monday, April 24, at 6:30 pm. Trustee names were submitted to the Cook County Clerk's Office for completion of the annual Ethics Statement. It will be sent to the trustee's personal email. The due date is May 1. The swearing in for re-elected trustees will be Monday, 15 at 7:30 pm. The plant sale fundraiser with the Garden Club of Evergreen Park is Saturday, June 3. The library is responsible for organizing the raffle baskets for display May 3 – June 3. The gigantic book sale is scheduled for August 7-12, with the pre-sale on August 5. Mary Kubica will be signing her novel **Every Last Lie** on August 10.

Old Business:

- After discussion, Helen Tomczuk motioned to accept approval of the Purchasing Policy, seconded by Elizabeth Topa. The motion passed unanimously.
- After discussion, Helen Tomczuk motioned to accept the 2017 Landscape Maintenance Agreement from Christy Webber Landscapes, 2900 W. Ferdinand, Chicago, Illinois 60612 for \$190 per month and hardwood mulch installation of \$1,820. Seconded by Elizabeth Topa. The motion passed unanimously.
- After discussion, Helen Tomczuk motioned to accept the proposal from Chicago Management Product, 1312 Chestnut Street, Western Springs, IL 60558 to prepare a Long Range Capital Plan at \$120 / hour, not to exceed \$3,000.00. The motion was seconded by Tina Ward. The motion passed unanimously.

New Business:

- After discussion Helen Tomczuk motioned for approval of the Evergreen Park Public to apply to become a Passport Acceptance Facility. The motion was seconded by Elizabeth Topa. The motion passed unanimously.
- After some discussion Helen Tomczuk motioned to postpone for future consideration, the approval to eliminate the DVD rental fee of fifty cents per item. Tina Ward seconded the motion. The motion to postpone this item passed unanimously.
- Helen Tomczuk motioned for approval of the proposal from Luna's Cleaning Services, 8835 S. Washtenaw, Evergreen Park, IL 60805 Sunday-Friday for \$1650 per month. The motion was seconded by Virginia Chandler. The motion passed unanimously.

There being no further business to discuss, Helen Tomczuk motioned and Elizabeth Topa seconded to adjourn the meeting at 7:48 pm. The motion passed unanimously. The next regular meeting of the Evergreen Park Public Library Board of Trustees will be May 10, 2017 at 7:00 pm.

Respectfully submitted,



Helen Tomczuk, Secretary