

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday, July 14, 2010
7:00 PM Library Lower Level**

1. President Kelly Burke called the meeting to order at 7:06 pm. Present also were Vice President Eugene Tabour, Treasurer Elizabeth Topa, Trustee Ruth McDonald, and Trustee Deborah Pearson. Secretary Kim Shine and Trustee Ruth Hansen were absent with notification. Library Director Nicki Seidl was also present.
2. Elizabeth Topa motioned to approve the Minutes of the Regular Meeting of June 9, 2010, seconded by Eugene Tabour. The motion passed unanimously.
3. The Treasurer's Report was presented by Nicki Seidl. A motion was presented by Elizabeth Topa and was seconded by Eugene Tabour to file the Treasurer's Report for audit. Ruth McDonald motioned and was seconded by Eugene Tabour to approve the list of bills payable for July 2010. Both motions made during the Treasurer's Report passed unanimously.
4. **Public Participation:**
 - Evergreen Park resident Steve Doran had books to donate for the library's annual book sale. He also shared energy-saving suggestions for the library. President Kelly Burke thanked him for his input and advised him of the activities of the library's newly-created "Green Initiatives" committee.
5. **Librarian's Report:**
 - Susan Billings is leaving her position as Technical Services Clerk to attend the University of Iowa.
 - The McCann Group will install the equipment to upgrade wireless Internet connectivity within the library this week. Nicki Seidl has ordered twelve PCs to upgrade the public computers and thirteen notebook computers in addition to the wireless upgrade equipment. \$32,118.62 has been spent from the \$40,000 DCEO "Bridging the Digital Divide" grant, which leaves \$7,881.38 to provide computer instruction. Nicki is working with St. Xavier University to hire an intern for the "Computer Tutor".
 - Nicki called Advent Systems, Inc and Audio Visual Systems, Inc to request quotes to upgrade the projector system in the meeting room, and install a sound system on the main floor of the library.
 - A committee of MLS library administrators continues to meet to finish a business plan for an independent SWAN entity and to construct different scenarios involving locations to house the equipment, staff placement, administrative operations, etc. A technical needs assessment was performed by an outside consultant. By-laws were drafted for governance of SWAN and are currently being reviewed by the membership. The goal of the committee's activities is a plan for the worst-case scenario should MLS cease operations after November. What would it take to keep SWAN going and how much would it cost? Whatever the configuration of SWAN becomes it must be fiscally achievable for all members.
 - A separate committee has been formed to explore alternative for interlibrary loan delivery, which is currently underwritten by MLS and in danger of ceasing. There

- may be an annual fee for recurring costs, with each library contributing a percentage of the cost according to volume. It remains to be determined as to whether SWAN will manage delivery for all public libraries, regardless of whether they are members of SWAN.
- All incoming EPCHS student ID/library card records have been added to SWAN. Students with fees/fines will be offered community service to work off the debt. Nicki Seidl and Gigi Hajduk-Oster will be present at the high school on registration days in August.
 - Nicki related an issue where a young patron's bicycle was damaged in the bike rack and the parent questioned why there is no surveillance camera installed to monitor the bike rack. After discussion it was determined that Nicki will contact Interact Business Products for a quote on an additional camera.
 - Frank Murphy is currently scanning and archiving our local history collection. The \$2,650 in grant funds has been received.
 - Circulation in June 2010 (18,151) is slightly above June 2009 (17,712).
 - The annual book sale is August 9 through 14. Preview day is Saturday, August 7.
 - The \$25,000 DCEO capital improvement grant will fund the wall covering in the meeting room and exhibit/conference room, and possibly the generator installed in 2009. A permeable parking lot, outdoor digital sign, or lawn sprinkler system are other projects that could be considered under grant funding. The DCEO grant survey must be returned and approved to request reimbursement.
 - An Air Comfort technician discovered burned and melted wiring in the contactors of one of the rooftop units. He said it could have resulted from normal wear and tear on the unit.
 - Evergreen Park Police were contacted twice in June; one for vandalism to the teacups in the garden, and once for an unsupervised young girl who had put her hands on another young girl's face.
 - The second annual Evergreen Park Public Library Garden Walk is Sunday, July 18.

5. Old Business:

- The Evergreen Park Public Library Board of Trustees continued to review their by-laws. Any changes will be approved at the August 11 regular meeting.
- Kelly Burke gave a report from the "Green Initiatives" committee. Activities and a timeline were established and will be communicated to all library staff at the In-Service Day on Friday, August 13. Mary Elzinga will prepare written documentation of anticipated actions for the Per Capita Grant application due October 15, 2010.
- Deborah Pearson motioned and Eugene Tabour seconded approval of revisions to the Evergreen Park Public Library Material Replacement policy. The motion passed unanimously.
- Library Board members reviewed Chapter 3, "Personnel", of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 Edition*.

6. New Business:

- Deborah Pearson motioned for the adoption of Resolution 2010-03 providing for the execution of an Intergovernmental Agreement establishing the System Wide Automated Network ("SWAN") and authorizing membership in SWAN, seconded by Eugene Tabour. The motion passed 5 ayes, 0 nays, and 2 absent.
- Deborah Pearson motioned to approve an Intergovernmental Agreement establishing the System-Wide Automated Network ("SWAN") and authorizing membership in SWAN, seconded by Eugene Tabour. The motion passed unanimously.

- Deborah Pearson motioned for approval to hire a Library Monitor for the 10/11 school year, seconded by Ruth McDonald. The motion passed unanimously.
- Elizabeth Topa motioned, and Ruth McDonald seconded for approval to close the library on Friday, August 13 at 1:00 p.m. for a staff in-service day. The motion passed unanimously.

7. Adjournment:

At 8:40 a motion to adjourn was presented by Deborah Pearson and seconded by Elizabeth Topa. The motion passed unanimously. The next month's regularly scheduled meeting will take place on August 11, 2010 at 7:00 p.m.

Respectfully Submitted,



Nicki Seidl
Secretary Pro-Tem