

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday, December 14, 2011
7:00 PM Library Lower Level**

1. Secretary Ruth Hansen called the meeting to order at 7:05. Also present were Treasurer Elizabeth Topa, Trustees Ruth McDonald and Deborah Pearson, and Library Director Nicki Seidl. President Kim Shine and Vice President Jake Welsh were absent with notification.
 2. Elizabeth Topa moved to approve the Minutes of the Library Investments Committee Meeting of Wednesday, October 12, seconded by Ruth McDonald. The motion passed unanimously.
 3. Ruth McDonald moved to approve the Minutes of the Regular Meeting of November 9, seconded by Elizabeth Topa. This motion also passed unanimously.
 4. The Treasurer's Report was presented by Nicki Seidl. A motion was presented by Ruth McDonald and was seconded by Deborah Pearson to accept the Treasurer's report for audit. The Board reviewed the list of checks for December 2011 for the payment of bills. Ruth McDonald moved to accept the list of checks as presented; Deborah Pearson seconded the motion. Both motions passed unanimously.
- 5. Public Participation:**
There was none.
- 6. Librarian's Report:**
- We have only received two payments of eleven agreed to in mediation from last year's vandalism incident. The party has been contacted and pleads inability to make payments. Parole will be extended until the amount has been paid.
 - Retired board member Eugene Tabour has declined formal event in recognition of his service. Nicki is working on language for a resolution of appreciation.
 - The EPPL Foundation held its second annual tea in recognition of volunteers.
 - The next EPPL Foundation fundraising event is on January 28, 2012: Heming-a-Way at the Library. \$25 will purchase access to a Key West themed event, with live music, dancing, frozen tropical drinks, food, and Wii games, much as Ernest would enjoy.
 - The library continues to explore patron parking options.
 - **Building**
 - Nicki scheduled a roof inspection for the library building, partially in connection with the Public Library Construction grant program. The inspection found that the roof is in generally good condition, with an expected life of about five years left. The board

encourages saving for a new roof (estimated cost: \$200,000) starting now in order to be prepared when it is needed, and suggested that the reserve fund would be a good place to hold this money. The board requested that a portion of the annual budget for the next budget cycle be designated for this purpose, and also requested review of the most recent Useful Life Study at the next board meeting to ensure appropriate saving strategies for other capital expenses.

- The fireplace in the reading room was acting up. It has been repaired.

▪ **Staff-**

- Sara Kristufek, our intern through SXU, is resigning to take another internship position. Kerrie Stone will substitute in the Children's department during Anna Wassenaar's maternity leave. When Anna returns, she will have reduced hours, so we will be looking for additional help.
- Gigi and Mary Ozinga have agreed to serve on a committee to review the employee handbook . The previous review was done in 2008.
- Nicki is inquiring into benefits information that would allow library employees to use unused accrued sick leave days to earn IMRF credit upon retirement. At first blush, it appears that this is an IMRF benefit and would not cost the library anything.

7. Old Business:

The board reviewed language for inclusion in the next library newsletter announcing the trustee vacancy and inviting letters of interest.

8. New Business:

- The board reviewed an updated Policy for Capital Items. Elizabeth Topa moved for approval, and Deborah Pearson's seconded. The policy was unanimously adopted.
- The board voted to close the library on Monday, December 26, in observation of the legal holiday for Christmas. Elizabeth Topa moved for approval, and Ruth McDonald second. The library will be closed December 24, 25, and December 31, January 1, and January 2.

9. Adjournment:

At 8:57 p.m. a motion to adjourn was presented by Ruth McDonald and seconded by Deborah Pearson. The motion passed unanimously. The next month's regularly scheduled meeting will take place January 11, 2012, at 7:00.

Respectfully Submitted,



Ruth Hansen
Secretary, Evergreen Park Library Board