

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday, November 14, 2012
7:00 PM Library Lower Level**

1. President Kim Shine called the meeting to order at 7:02 p.m. Present were Vice President Jake Welsh, Treasurer Elizabeth Topa, Secretary Tina Ward, Trustees Virginia Chandler, Ruth McDonald, Deborah Pearson, and Library Director Nicki Seidl.
2. Elizabeth Topa moved to approve the Minutes of the Regular Meeting of October 10, 2012 seconded by Jake Welsh. 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. Nicki reported that the village passed the Levy for the Library at the November 5th meeting; also the library did receive the per capita grant funds as discussed in the librarians report. The new IMRF percentage was released and it is 11.34%, Nicki estimated 11.5%. Ruth McDonald moved to accept the Treasurer's Report for audit, seconded by Virginia Chandler and passed unanimously. The Board then reviewed the lists of checks for the payment of bills for November 2012. Tina Ward moved to accept the list of checks Ruth McDonald seconded the motion, which passed unanimously.
4. **Public Participation:** None, zip, zero, zilch
5. **Librarian's Report:**
The librarian's report was presented in written format.
 - **Personnel:** Dolores Smith is retiring and there will be a retirement open house on December 9 from 1-3. The staff Christmas party will be held immediately following the open house. Jeanne Stlatske will be transferring from the Circulation department to the Technical Services department on December 1. There will be a thank you event held at the Pickwick Society Tea Room in Frankfort for volunteers of the library and the foundation. Deborah Pearson, as President of the foundation, will attend on behalf of the library board.
 - **Technology:** It was noted what a wonderful job the technology instructors are doing with computer classes, which have been filled to near capacity and planning is underway for 2013 class schedules. Nicki and Linda McKeown will be meeting with a representative from Call One, a one stop shop type service for local, long distance and data services. Many libraries use their services and it is convenient to have one service contract opposed to three. E-rate can still be claimed with the service provider. Jake Welsh questioned about the hourly rate and the percentage that Call One will want/take for pure commission. Nicki said she will look into that when she meets with the representative. On November 8, Current Technologies Corporation

began an onsite network assessment and will report on specific concerns, actionable items and cost estimates.

- **Other:** The new video game collection began circulating November 1st. Patrons may only take 1 video game out at a time and games are being purchased through Amazon at the moment. It was discussed to reserve the Oktoberfest date as soon as possible; Deborah Pearson recommended that the library begin advertising the date in the summer mailer. Getting the word out about homebound delivery was discussed to try and advertise through meal on wheels, church bulletins and the office of senior citizens.

6. Old Business:

- Virginia Chandler moved to accept the Facility Master Plan Proposal from Engberg Anderson, Inc. of Milwaukee, Wisconsin in the amount of \$24,682.00, which will be funded through a grant from DCEO. Elizabeth Topa seconded the motion which passed unanimously.
- Ruth McDonald made a motion to accept the adoption of the Revised Capital Items Policy; Jake Welsh seconded the motion which passed unanimously.

7. New Business:

- A motion was made by Deborah Pearson to approve the 2013 Holiday Schedule; Elizabeth Topa seconded the motion which passed unanimously.
- Deborah Pearson discussed that we should look into some kind of time compensation for Nicki when she works beyond normal hours to clean up and or set-up for events. It was therefore directed by the Board that library Director, Nicki Seidl, needs to compensate herself for extra work after a big fundraising event.

8. Adjournment: At 8:09 Deborah Pearson moved to adjourn the meeting; seconded by Kim Shine, which passed unanimously. The next month's regularly scheduled meeting will take place December 12, 2012 at 7:00pm.

Respectfully submitted,



Tina Ward, PhD.
Secretary, Evergreen Park Library Board