

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday, October 10, 2012
7:00 PM Library Lower Level**

1. President Kim Shine called the meeting to order at 7:04 p.m. Present were Treasurer Elizabeth Topa, Secretary Tina Ward, Trustee Virginia Chandler, and Library Director Nicki Seidl. Vice President Jake Welsh and Trustees Ruth McDonald and Deborah Pearson were absent.
2. **Public Participation:** Nathan Pasbrig of O'Neill and Gaspardo went over and discussed the audit of the budget.
3. Elizabeth Topa moved to approve the Minutes of the Regular Meeting of September 12, 2012 seconded by Tina Ward. The motion passed, with nary a nay.
4. The Treasurer's Report was presented by Nicki Seidl. With her guidance, the board reviewed a statement of the library's funds. Virginia Chandler moved to accept the Treasurer's Report for audit, seconded by Tina Ward and passed unanimously. The Board then reviewed the lists of checks for the payment of bills for October 2012. Virginia Chandler moved to accept the list of checks pending a review of a check for Vern Estes; Kim Shine seconded the motion, which passed unanimously.

5. Librarian's Report:

The librarian's report was presented in written format as Nicki has discovered this to be an effective way to showcase the libraries activities. President Kim Shine noted what a wonderful job Nicki did at preparing for the event held on 9/29/12 "Making Life More Livable for the Visually Impaired." The Oktoberfest made a \$1400.00 profit and will be held again next year.

- **Personnel:** Dolores Smith is retiring and there will be a retirement open house on December 9 from 1-3. Due to the teacher's strike, Joe Miller worked shortened hours and there was not a teacher in the library program during that time. Gigi Hajduk-Oster will be on maternity leave after the beginning of the New Year, when she returns to work she will work a 20 hour schedule. Nicki was on vacation from October 19-26th.
- **Facilities:** Nicki will be receiving another bid on a facilities master plan from Doug Pfeiffer and Michael Mackey of Dewberry to present at the November 14th board meeting. The library did receive a credit from Murphy and Miller for \$1,328.02 for the Carrier miswiring. A cracked glass in the reading room was replaced by Board Up for \$235.00.
- **Technology:** Julie Keaty has been teaching staff members how to update the new web site. The library received \$6,250.00 of the \$25,000 DCEO grant sponsored by Senator Maloney; Nicki will be contacting ICN/AT&T to begin updating the fiber optics in the building.

- **Other:** Patrons can now use the self-pick up for interlibrary loan materials. Jenna Harte will be taking family holiday portraits on Sunday November 25th from 9-4 in front of the reading room fireplace. \$20 sitting fee, payable at registration, and sittings 20 minutes apart will be scheduled. Participants bring a 1GB flash drive to receive a digital image. Pets will be allowed between 9am – noon only.
- **Books by Mail Service/Homebound Delivery:** This service is now available for individuals of all ages who are unable to leave home because of a temporary or permanent disability. Funds from the Oktoberfest will be used to pay for this service. Patrons who qualify for this service have a special code on their library card in the computer system. Participants may call or register online for this service. The cost is about \$3.50 one way.
- **Disaster Recovery Plan:** This was provided in the September packet along with important phone numbers. The plan was delivered to both the EP fire department and police station.

6. Old Business:

- Elizabeth Topa moved to approve the FY2013 Levy Request in the amount of \$991,800.00; Virginia Chandler seconded the motion. The motioned passed unanimously.
- Virginia Chandler made a motion to approve the FY2013 Budget of Income and Expenses; Elizabeth Topa seconded the motion – the motion carried unanimously.

7. New Business:

- Elizabeth Topa made a motion to approve the Network Assessment Proposal by Current Technologies Corporation in the amount of \$2500.00; Virginia Chandler seconded the motion; motion passed unanimously.
- Tina Ward made a motion to approve the Workers Compensation, Umbrella and Equipment Breakdown Proposal from The Hartford in the amount of \$11,343.00; Elizabeth Topa seconded the motion. The motion was approved and carried unanimously.
- As of January 1, 2013 the library will no longer be mailing overdue notices. A discussion about how to notify the public and help them make sure that the library has their e-mail in the system. It was discussed to have the circulation librarians ask for the patrons e-mail and to have a means of the self-check-out to ask patrons to enter in their e-mails.

8. Adjournment: At 8:45 p.m. Kim Shine presented a motion to adjourn the meeting, seconded by Virginia Chandler, which passed unanimously. The next month's regularly scheduled meeting will take place November 14, 2012, at 7:00 p.m.

Respectfully Submitted,



Tina Ward, PhD.
Secretary, Evergreen Park Library Board