

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday, August 14, 2013
7:00 PM Library Lower Level**

1. President Kim Shine called the meeting to order at 7:22 pm. Present were Vice-President Virginia Chandler, Treasurer Elizabeth Topa, and Trustees Deborah Pearson and Helen Tomczuk. Also present was Library Director Nicki Seidl. Secretary Tina Ward and Trustee Kathy Savory were absent with prior notification.
2. Virginia Chandler motioned to approve the minutes of the regular board meeting of July 10, 2013, with spelling corrections. Elizabeth Topa seconded the motion, which passed unanimously.
3. The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for July 2013. Deborah Pearson motioned to accept the Treasurer's Report for audit, seconded by Helen Tomczuk. The motion passed unanimously. The Board reviewed the list of checks submitted for payment for August 2013. Deborah Pearson motioned to approve the list of checks for payment of bills for August 13, seconded by Helen Tomczuk. The motion passed unanimously.
4. Public Participation: The meeting was attended by Evergreen Park Public Library Public Events Coordinator, Mary Deering. President Kim Shine complimented Mary on all the wonderful programs she organizes for the library, and thanked her especially for bringing Temple Grandin to our community. Mary suggested that the library partner more with the business community, citing for example, that patrons could show a library card to get a discount at area businesses, an arrangement that could benefit the business and the library.
5. Librarian's Report: Nicki Seidl presented a written report. Earline Taylor was hired as Library Monitor and will start Monday, August 26. Xocnitl Medina and Nancy Cihocki will serve as the Teachers in the Library for the 2013/14 school year. Book sale volunteer coordinators Mary Kay Fahey and Alicia Ramirez did a phenomenal job with the annual sale, bringing in \$2,100. This was the most successful sale to date; the \$5,000 budgeted for book sale revenue has been achieved. A part malfunctioned in one of the rooftop units, causing water to collect and leak through a ceiling tile in the Children's department. Murphy & Miller replaced the part. Carpets and floors in high traffic areas will be cleaned. The library will migrate to a new cloud-based computer/print management system. Reporting documents were filed for DCEO and Back to Books grant.
6. Old Business
 - The Library Board reviewed Chapter 10, "Marketing, Promotion, and Collaboration" of *Serving Our Public 2.0: Standards for Illinois Public Libraries* for the FY13 Per Capita Grant requirement.
 - The Library Board conducted an environmental scan to assess the Evergreen Park Public Library's strengths, weaknesses, opportunities, and threats.
 - Elizabeth Topa motioned, seconded by Helen Tomczuk, to accept the proposal from H&R Johnson Bros, 10024 S Kedzie Avenue, for \$5,620 for labor and

material necessary to subdivide the Technical Services room in compliance with prevailing wages. The motion passed unanimously. A grant modification was obtained from DCEO to use remaining grant funds to pay for the construction.

7. New Business

- Nicki Seidl asked for permission to close the library on Friday, August 23, for staff development and CPR training. Deborah Pearson motioned, and Virginia Chandler seconded, to close the library on Friday, August 23, for staff development day. The motion passed unanimously.
- Deborah Pearson reported on plans for the library's Oktoberfest fundraiser on Saturday, September 28.
- Nicki Seidl distributed the expected income and expenses for FY2014 in anticipation of board approval of the FY2014 levy at the October 9, 2013 regular meeting.
- Nicki Seidl reported that a man was excluded from the library and grounds for 90 days for removing a cell phone belonging to another individual from library premises without permission. The man requested a review of the exclusion in writing. Deborah Pearson motioned, and Helen Tomczuk seconded, that the 90 day exclusion stand as originally determined. The motion passed unanimously.

8. Adjournment: There being no further business to discuss, Deborah Pearson motioned and Elizabeth Topa seconded to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 8:31 pm. The regular meeting for September 11, 2013 has been cancelled. The next regular meeting of the Evergreen Park Public Library Board will be Wednesday, October 9, at 7:00 pm.

Respectfully submitted,



Nicki Seidl, Secretary Pro-Tem