

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday December 11, 2013
7:00 PM Library Lower Level**

1. Vice-President Virginia Chandler called the meeting to order at 7:10 pm. Present were Treasure Elizabeth Topa, Secretary Tina Ward, and Trustees Kathy Savory and Helen Tomczuk along with Director Nicki Seidl. Trustees Deborah Pearson, and Kim Shine were absent with prior notification.
2. Helen Tomczuk made a motion to approve the minutes of the special meeting held on Wednesday November 13, 2013, Elizabeth Topa seconded the motion; motion carried.
3. A spelling error was corrected in the November 13, 2013 regular board meeting minutes. Helen Tomczuk made a motion to approve the minutes as corrected of the regular board meeting of November 13, 2013, Elizabeth Topa seconded the motion; motion passed.
4. The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed a statement of the library's funds from November 2013. It was noted that the Village of Evergreen Park passed the tax levy on December 2, 2013 and the Evergreen Park Public Library will be receiving the amount requested. The construction grant, which is due January 10, 2014, was discussed. Kathy Savory moved to accept the Treasurer's Report for November for audit, seconded by Tina Ward. The motion passed. The Board then reviewed the list of checks for payment of bills for November 15, 2013 thru December 11, 2013. Helen Tomczuk made a motion to approve the list of checks for payment of the November 2013 bills, Virginia Chandler seconded the motion. Motion carried.
5. Public Participation: Nobody
6. Librarian's Report: Presented in written format.
Nicki pointed out that new seating arrangements are being looked at to accommodate the after school crowds between the hours of 3pm and 6pm. Nicki is also looking into a Voice data Packet for our employees who work outside of the library in order to give them a phone number that appears to come from the library as oppose to his/her personal number. Nicki submitted a grant for \$5000.00 to purchase materials to support the Next Generation Science Standards K-8 students, their educators, and parents.
7. Old Business:
The coffee machine issue in the reading room was discussed. Currently we charge \$.75 per Keurig cup, it costs the library \$.50, and this has been on the honor

system, which does not appear to be working. An option is to keep the Keurig cups behind the desk so that patrons would have to pay a librarian before receiving a K-cup. Another solution includes purchasing a coin-operated machine that works with the Flavia coffees. The cost of the machine is \$400.00. Helen Tomczuk offered to purchase the machine through her company and donate it to the Library.

8. New Business:

- Due to the visit of author Lisa Gardner; Elizabeth Topa made a motion to move the January 8, 2014 meeting to 6:00 pm to accommodate the visit. Virginia Chandler seconded the motion and it passed unanimously.
- Helen Tomczuk made a motion to accept the audit proposal from O'Neill & Gaspardo, LLC for years ending December 31, 2013, 2014, and 2015 at a cost not to exceed \$6,300, \$6,400, and \$6,600 respectively. Tina Ward seconded the motion and the motion was carried unanimously.
- Nicki distributed the Evergreen Park Public Library Employee Handbook for review. This will be reviewed and discussed at the January 8, 2014 meeting.
- Helen Tomczuk made a motion to approve the 2014 Annual Library Board Meeting Ordinance; seconded by Kathy Savory. The motion passed.
- Nicki discussed looking into a movie application similar to media on demand. She is looking into Hoopla and Oyster currently.

9. Adjournment: Helen Tomczuk made a motion to adjourn the meeting at 8:20 p.m.; seconded by Kathy Savory and the motion passed unanimously.

Christina J Ward, Ph.D.
Secretary

1-8-14 *LSU*