

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday, February 13, 2013
7:00 PM Library Lower Level**

1. President Kim Shine called the meeting to order at 7:00 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 made a motion to approve the minutes of the Special Meeting of January 9, 2013 seconded by Virginia Chandler. The motion carried. Elizabeth Topa also made a motion to approve the minutes of the Regular Meeting of January 9, 2013 seconded by Virginia Chandler. The motion passed.
3. The Treasurer's Report was presented by Nicki Seidl. With her assistance, the board reviewed a statement of the library's funds. Nicki reported that there are sufficient funds to cover expected expenses until the next installment of property tax receipts due March 1, 2013. Nicki also reported that once the first installment of the tax monies is received we will have a better understanding of any unexpended tax monies for FY2012. Virginia Chandler moved to accept the Treasurer's Report for audit, seconded by Jake Welsh; the motion passed unanimously. The Board then reviewed the lists of checks for the payment of bills for February 2013. Tina Ward moved to accept the list of checks Ruth McDonald seconded the motion, and it was so moved.
4. **Public Participation:** Chris Nugarus was present to observe how the trustee meetings are conducted. He is a candidate on the April ballot for library trustee.
5. **Librarian's Report:**
The librarian's report was presented in written format.
 - **Personnel:** The library had a difficult January with staff being out for health reason and family reasons. They held a celebratory lunch February 3rd to celebrate January being over. Nicki will be in Springfield February 27 – 28 as a construction grant reviewer for the Illinois State Library. She will then be heading to Grizzly Jack's for a Library Directors retreat in March.
 - **Facility:** Library staff will be continuing the planning process for capital improvements with Anders Dahlgren of Library Planning Associates in February. The cleaning company deep-cleaned the upstairs bathrooms.
 - **Technology:** Nicki will be meeting with the technology consultant from EPCHS, Erich Spengler, to discuss the high school's recent experience with installing Comcast service fiber. Our current contract with AT&T for T1 connectivity expired so Nicki is trying to decide whether to sign another 3-year contract for the T1 until the fiber optic is installed. Without a contract the library will pay tariff rates, which are prohibitive. If the library ultimately chooses fiber service with

AT&T, it will be considered an upgrade from the T1 and therefore no penalty for discontinuing the T1 service. If the library chooses Comcast fiber there will be a fee for discontinuation. AT & T could not specify the cost to bring the fiber connection into the library; it could vary from \$1600.00 to \$6000.00. Nicki will report to us as to what works best for the library and the budget. Nicki received a quote from Micro-Eve for a fire radio communication system to replace the AT&T circuit. The cost to install will be paid through a DCEO grant. DCEO approved the grant modification so we will be receiving reimbursement on HVAC repairs, installation of an irrigation system, and installation of fiber optic cabling. A digital magazine service called Zinio is available for demonstration to determine if the library can cancel some print titles. The service can be tried at <http://fs2.formsite.com/RecordedBooks/ZinioRbdigitalTrial/index.html> hoping to go live with this service June 1, 2013.

▪ **Other:** The total compensation report was posted to the library website in accordance with Illinois Law (Public Act 97-0609).

6. Old Business: Approval for the transfer balances of the Reserve Fund and the Working Cash from the Illinois Funds to the Illinois Metropolitan Investment Fund was deferred until further information can be gathered. The library staff is being asked to go over Memo #2 from Anders Dahlgren to rank priorities in terms of the capital improvement project.

7. New Business:

- Deborah Pearson made a motion to accept the proposal from Micro-Eye Security System, Inc. to install the fire radio communication system for \$1,695.00 and radio alarm monitoring at \$39/month. Elizabeth Topa seconded the motion and the motion carried.
- Deborah Pearson made a motion to accept the proposal from Andrew McCann Lawn Sprinkler Company to install an irrigation system for \$8,275.00 to be reimbursed through the DCEO grant. Elizabeth Topa seconded the motion. Motion passed.
- Virginia Chandler made a motion to approve hosting a plant sale with the Garden Club of Evergreen Park on Sunday May 5, 2013 from 10:00 am – 2:00 pm. Deborah Pearson suggested the foundation sell water as part of a concession stands during the sale. Tina Ward seconded the motion. The motion passed.

8. Adjournment: At 8:26 pm, Elizabeth Topa moved to adjourn the meeting; seconded by Tina Ward, which passed unanimously. The next month's regularly scheduled meeting will take place March 13, 2013 at 7:00 pm.

Respectfully submitted,



Tina Ward, PhD.
Secretary, Evergreen Park Library Board