

**MINUTES OF THE EVERGREEN PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Wednesday, May 8, 2013
7:00 PM Library Lower Level**

1. President Kim Shine called the meeting to order at 7:11 p.m. Present were Vice-President Virginia Chandler, Treasure Elizabeth Topa, Secretary Tina Ward, Trustees Deborah Pearson, and Helen Tomczuk and Library Director Nicki Seidl. Trustee Kathy Savory was absent with prior notification.
2. Helen Tomczuk made a motion to approve the minutes of the Regular Meeting of March 13, 2013. Deborah Pearson seconded the motion. Motioned carried.
3. The Treasurer's Report was presented by Nicki Seidl. With her assistance, the board reviewed a statement of the library's funds from April 2013. Deborah Pearson moved to accept the Treasurer's Report for April for audit, seconded by Virginia Chandler; the motion passed unanimously. The board then reviewed the Treasurer's report for May 2013 with the assistance of Nicki Seidl. Virginia Chandler made a motion to accept the Treasurer's Report for May for audit, seconded by Tina Ward. The motion carried. Then the Board reviewed the lists of checks for the payment of bills for April 2013. Deborah Pearson made a motion to accept the list of checks, seconded by Virginia Chandler. The motion passed. The Board reviewed the list of checks for the payment of bills for Amy 2013. Tina Ward moved to accept the list of checks Kim Shine seconded the motion, and it was so moved.
4. **Public Participation:** Zero, zip, zilch.
5. **Librarian's Report:**
The librarian's report was presented in written format.
 - **Facility:** Andrew McCann Lawn Sprinkler Company installed the irrigation system. Bob Gunter, Jim Litak, Rich Litak, Linda McKeown, Nicki Seidl and Bob Erlich spread mulch throughout the landscape on April 24, 2013. The library contracted with State Industrial Products for four different concentrated cleaning solutions that are diluted with our water through and automatic dispensing machine; which is more cost effective, saves time, and reuses bottles. The library also contracted for the bathroom deodorizers, which are changed on a monthly basis.
 - **Technology:** A credit card swipe machine will be installed on two self-checkout machines so patrons can pay fines directly.
 - **Staff:** Gigi returned May 6 from maternity leave. Richard Litak's last day is June 15, 2013 as he is joining the monastic community at St. Procopius Abbey in Lisle, IL.
 - **Other:** Temple Grandin's visit on June 29 at 3pm has been moved to Mother McAuley due to audience size. The library received another \$250 "Volunteerism Always Pays" grant through Wal-Mart thanks to Evergreen Park resident Warren

Johnson. The Teacher in the Library Program funded by Archer, Daniels, and Midland Cares Grant was renewed for the 2013/2014 school year. Julie Keaty went to Moraine Valley Community College in Blue Island on April 23 (Shakespeare's birthday) to distribute books for EPPL's participation in World Book Night. The spring book sale netted \$1400 thanks to the efforts of Mary Kay Fahey and Alicia Ramirez who tried the "give me what you think the book is worth" approach to the book sale. The library will be hosting a "Game Show Night" from 7-10 pm on July 19, 2013.

6. Old Business: Nicki showed the Board the latest report on Existing Building Analysis as created by Library Planning Associates with Engberg Anderson.

7. New Business:

- Deborah Pearson made a motion to approve the Public Services Assistant job description, seconded by Virginia Chandler; motion carried. Deborah Pearson made a motion to approve the Volunteer Coordinator job description, seconded by Elizabeth Topa, motion passed.
- Deborah Pearson made a motion to approve the Illinet/OCLC Services Program Renewal Agreement for Fiscal Year 2014, seconded by Elizabeth Topa, motion passed.
- Elizabeth Topa made a motion to approve the FY2013 Illinois Public Library Annual Report for submittal to the Illinois State Library. Seconded by Deborah Pearson, motion passed.
- Elizabeth Topa made a motion to approve the 2013 Annual Resolution Authorizing Public Library Non-Resident Cards. Seconded by Deborah Pearson, motion carried.
- Virginia Chandler made a motion to approve the three-year Directors & Officers Liability \$1,000,000 insurance policy through United States Liability Insurance Company effective July 1, 2013 at a premium of \$840. Seconded by Elizabeth Topa. Deborah Pearson abstained from voting, motion carried.
- Virginia Chandler made a motion to approve a three-year Employment Practices Liability \$1,000,000 insurance policy through United States Liability Insurance Company effective July 1, 2013 at a premium of \$440. Seconded by Elizabeth Topa. Deborah Pearson abstained from voting, motion carried.

8. Adjournment: Tina Ward made a motion to adjourn the meeting at 8:33 p.m. Virginia Chandler seconded that motion, motion carried.

Respectfully submitted,



Tina Ward, PhD.
Secretary, Evergreen Park Library Board