

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

President Kim Shine called the meeting to order at 7:08pm. Along with Kim Shine, Vice President Virginia Chandler, Treasurer Elizabeth Topa and Trustees Deborah Pearson, Helen Tomczuk and Kathy Savory were present. Also present was Library Director Nicki Seidl. Secretary Tina Ward was absent with prior notification.

Nathan Pasbrig of O'Neill & Gasparado, LLC, the Library's auditors was also present and delivered the firm's audit report for fiscal year ended December 31, 2012. Mr. Pasbrig provided an overview of the audit report, noting that it provides a summary of the type of audit conducted and their opinion that the reports prepared by Library management with Board oversight "are fairly presented..." Only minor suggestions were noted: a refined procedure for approving employee time-keeping and the recommendation that actual YTD revenues/expenses be compared to budgeted amounts and budgets amended if needed. (All noted that this evaluation is an on-going practice.) Mr. Pasbrig also advised that Board Resolutions would be needed to move Reserve Cash to the Reserve Fund and that a Resolution would be need to commit a Gift to the Reserve Fund. The complete audit report is on file at the Library. Those present thanked Mr. Pasbrig for his work and advice and he excused himself from the meeting.

Public Participation: Head of Adult Library Services Christine Raap (not present) submitted a "Genre Shelving, Rationale for Interfiling" statement which advocates for and explains the value of sorting books by author as many authors cross multiple genres and that such a system will help save shelving space. To help patrons located by genre, the staff will continue to label books by genre as well.

Elizabeth Topa motioned to approve the minutes of the regular board meeting of October 9, 2013. Kathy Savory seconded the motion, which passed unanimously.

The Treasurer's Report for October 2103 was presented by Nicki Seidl, who again noted an anticipated shortfall for 2013 (the result of lower than expected property tax receipts), and assured that expense reductions would be achieved to balance this. Already, there are efficiencies in personnel expenses and capital expenses. If an amended budget is warranted, this will be done in December. Following her presentation and explanations, the Board reviewed these reports and Helen Tomczuk motioned to accept the August Treasurer's Report. Kathy Savory seconded the motion and it was unanimously approved. The check register (October 30-November 13) was presented, with no unusual disbursements noted. Helen Tomczuk motioned to approve the payment of these bills and Virginia Chandler seconded the motion, which was unanimously passed.

Nicki Seidl presented the Librarian's Report, highlighting the success of the first ever "Maker Expo" during which more than 100 people enjoyed 12 exhibits. The event will be featured again in 2014. She also reported on the success of Jamie Ford's reading/signing of Hotel on the Corner of Bitter and Sweet, attended by 90, observing that the Library has been very fortunate in booking several major authors for these events with three popular authors already slated for January. Other events, along with facility, technology and personnel matters were also attended to during October. The October 2013 Librarian's Report is on file.

Old Business: There was no Old Business on the Agenda.

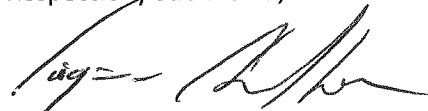
New Business:

- Nicki Seidl presented the 2014 Holiday Schedule. After Elizabeth Topa motioned to approve the schedule and Helen Tomczuk seconded the motion was unanimously carried.
- Nicki Seidl presented the Library's "Photo Release Policy" and Virginia Chandler motioned to approve this. Helen Tomczuk seconded the motion and it was approved by all.
- With media/public/legislative attention recently drawn to censorship concerns following an incident at the Orland Park Library, discussion about Evergreen Park Library's internet use policy ensued. While no formal action was necessary, the Board and Nicki Seidl agreed that the Library's policy, approved by the Board of Trustees in October 2011 and published at [www.evergreenpubliclibrary.org](http://www.evergreenpubliclibrary.org) remains relevant today.

The next meeting of the Evergreen Park Board of Trustees will be held at the Library on Wednesday, December 11, 2013 at 7:00pm.

After all business had been conducted, Deborah Pearson motioned to adjourn the meeting and Elizabeth Topa seconded the motion, which was unanimously approved. At 8:26pm, Kim Shine adjourned the meeting.

Respectfully submitted,



Virginia Chandler