

**Minutes of the Evergreen Park Public Library  
Board of Trustees  
Regular Meeting  
Wednesday, August 10, 2016  
7:00 pm • Library Lower Level**

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The meeting was called to order at 7:12 pm by President Kim Shine. The following trustees were present: Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Helen Tomczuk, and Trustee Deborah Pearson. Trustees Thomas Knox and Tina Ward were absent with notification. Library Director Nicki Seidl was also present.

President Kim Shine led the assembly in the Pledge of Allegiance.

Elizabeth Topa motioned to approve the Minutes of the Regular Meeting of July 13, 2016, seconded by Virginia Chandler. The motion passed unanimously.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for July, 2016. Helen Tomczuk motioned to accept the Treasurer's report for audit, seconded by Virginia Chandler. The motion passed unanimously. Nicki Seidl advised the Board that Illinois Metropolitan Investment Fund (IMET) correspondence reports that fraud recovery continues but that no further payments have been issued. The Board reviewed the list of checks submitted for payment for August 2016. Virginia Chandler motioned to approve the list of checks for payment of bills for May 2016, seconded by Deborah Pearson. The motion passed unanimously.

Neil Marion was present for public participation.

Nicki Seidl presented the librarian's report in written format. Tiffany Nelson and Debra Shannon were hired as part-time Circulation Clerks. Christina Brown and Joanne Joslyn were hired as part-time Technology Assistants. The Merchandiser and Volunteer Coordinator positions were eliminated. Key library staff attended a SWAN user event at Moraine Valley Community College. The bubbling in the flooring in the Activity Room has been inspected by the architect, general contractor, and flooring contractor. A remediation plan is being implemented at no cost to the library. Metalmaster Roofmaster performed the preventive maintenance recommended in the IRCA report. Imperial Cleaning Services power washed the front porch. Evergreen Park Public Works is installing the StoryWalk frames. The Garden Walk fundraiser with the Garden Club of Evergreen Park is August 7.

**Old Business:**

- Elizabeth Topa motioned to approve the "Division of Responsibilities between Board and Director" statement, seconded by Deborah Pearson. The motion passed unanimously. The Library Board Directors will fill out the form and submit this to President Kim Shine by the October board meeting.
- Helen Tomczuk motioned to approve the Evergreen Park Public Library Privacy Policy, seconded by Elizabeth Topa. The motion passed unanimously.

**New Business:**

- Elizabeth Topa motioned to approve the 2016 snow contract from Don's Custom Landscaping, Inc. 9711 S Troy Av, Evergreen Park, IL 60805 for \$90/visit and \$100 per salt application in parking areas. The motion was seconded by Virginia Chandler, and passed unanimously.

- Nicki Seidl distributed the Annual Financial Report for the Year Ended December 31, 2015 for review. Auditor Nathan Pasbrig from O'Neill & Gaspardo, Inc. will attend the meeting on September 14 to answer questions from the Board.
- Nicki Seidl distributed the FY2017 Salary Schedule for review. The schedule will be approved at the meeting on September 14.
- Nicki Seidl distributed the FY2017 estimated income and expense budget and supporting documentation for review. The FY2017 levy and income and expense budget will be approved at the meeting on September 14.

There being no further business to discuss, Elizabeth Topa motioned and Virginia Chandler seconded to adjourn the meeting at 8:47 pm. The motion passed unanimously. The next regular meeting of the Evergreen Park Public Library Board of Trustees will be September 14, 2016 at 7:00 pm.

Respectfully submitted,



Helen Tomczuk, Secretary