

**Minutes of the Evergreen Park Public Library
Board of Trustees
Regular Meeting
Wednesday, July 13, 2016
7:00 pm • Library Lower Level**

The meeting was called to order at 7:06 pm by President Kim Shine. The following trustees were present: President Kim Shine, Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Helen Tomczuk, Deborah Pearson and Tina Ward. Library Director Nicki Seidl was also present. Trustee Thomas Knox was absent with notification.

President Shine led the assembly in the Pledge of Allegiance.

Virginia Chandler motioned to approve the Minutes of the Regular Meeting of May 11, 2016, seconded by Deborah Pearson. 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 June 2016. Helen Tomczuk motioned to approve the list of checks for payment of bills for June 2016, seconded by Deborah Pearson. The motion passed unanimously. The Board reviewed the list of checks submitted for payment for July 2016. Helen Tomczuk motioned to approve the list of checks for payment of bills for July 2016, seconded by Virginia Chandler. The motion passed unanimously.

Evergreen Park resident Warren Johnson attended the meeting, and gave information about a Walmart grant offering.

Nicki Seidl presented the librarian's report in written format. O'Neill and Gaspardo, Inc. conducted the annual audit. The plant sale fundraiser with the Garden Club of Evergreen Park earned \$904.75 for each group. Applicants for Circulation Clerk and Technology Assistant are currently being interviewed. The staff development day is Friday, August 5. Our architect, general contractor, and the flooring manufacturer and installer are meeting to determine the cause of bubbling in the linoleum in the Activity Room. The Illinois Roof Consulting Associates inspected the roof and found only minor anomalies; however the condition of the roof is unsatisfactory due to its 19 years. Replacement is recommended in 2018. Christy Webber thoroughly cleaned the library grounds and laid new mulch. All 16 StoryWalk frames are sponsored and are due to ship July 19.

Old Business: There was no Old Business.

New Business:

- Elizabeth Topa motioned for approval of the 2016 Pay Grade Assignments, seconded by Virginia Chandler. The motion passed unanimously.
- Virginia Chandler motioned for approval of the 2016 Prevailing Wage Resolution, seconded by Elizabeth Topa. A roll call vote was taken. 7 Ayes, 0 Nays, 1 absent. The motion passed unanimously.

- Virginia Chandler motioned to approve the Director Evaluation Form. Seconded by Tina Ward. The motion passed unanimously.
- Helen Tomczuk motioned for approval of the Intergovernmental Agreement between the Library Board of Trustees and the Board of Education of Evergreen Park Community High School District 231 on the issuance and use of educator library cards. Deborah Pearson seconded the motion, which passed unanimously.
- Helen Tomczuk motioned for approval of the Intergovernmental Agreement between the Library Board of Trustees and the Board of Education of Evergreen Park Elementary School District 124 on the issuance and use of educator library cards. Deborah Pearson seconded the motion, which passed unanimously.
- Helen Tomczuk motioned for approval of the Interagency Agreement between the Library Board of Trustees and Most Holy Redeemer Parish School on the issuance and use of educator library cards. Deborah Pearson seconded the motion, which passed unanimously.
- Deborah Pearson motioned to approve the proposal from Metalmaster Roofmaster, 4800 Metalmaster Way, McHenry, IL 60050 for roof preventive maintenance items totaling \$1,350. Elizabeth Topa seconded the motion, which passed unanimously.
- Nicki Seidl distributed "Division of Responsibilities between Board and Director" policy for review.
- Nicki Seidl distributed the Evergreen Park Public Library Privacy policy for review.
- Helen Tomczuk motioned for approval to sell 20 decommissioned desktop computers (2007, 20112). Seconded by Tina Ward. The motion passed unanimously.

There being no further business to discuss, Elizabeth Topa motioned and Tina Ward seconded to adjourn the meeting at 8:35 pm. The motion passed unanimously. The next regular meeting of the Evergreen Park Public Library Board of Trustees will be August 10, 2016 at 7:00 pm.

Respectfully submitted,



Helen Tomczuk, Secretary