

**Minutes of the Evergreen Park Public Library
Board of Trustees
Regular Meeting
Wednesday, September 14, 2016
7:00 pm • Library Lower Level**

The meeting was called to order at 7:05 pm by President Kim Shine. The following trustees were present: Vice President Virginia Chandler, Treasurer Elizabeth Topa, Trustee Thomas Knox and Trustee Tina Ward. Trustee Deborah Pearson was absent without notification. Library Director Nicki Seidl was also present.

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

Nathan Pasbrig, Account Manager for O'Neill & Gaspardo, Inc. reviewed the annual financial report for the year ended December 31, 2015.

Virginia Chandler motioned to approve the Minutes of the Regular Meeting of August 10, 2016, seconded by Elizabeth Topa. The motion passed unanimously.

Trustee Helen Tomczuk joined the meeting at 7:43 pm.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for August, 2016. Tom Knox motioned to accept the Treasurer's report for audit, seconded by Tina Ward. 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 September 2016. Helen Tomczuk motioned to approve the list of checks for payment of bills for September 2016, seconded by Tom Knox. The motion passed unanimously.

Public Participation: Aileen Ward greeted the Library Board and expressed appreciation for library and its services.

Nicki Seidl presented the librarian's report in written format. The staff in-service day included a "Reader's Advisory Re-think" presentation by Becky Sprattford. Technical Services Manager Mary Elzinga organized an awesome "Mystery Room" team-building exercise. Julie Keaty and Nicki Seidl worked the Garden Walk fundraiser on August 7. The Garden Club of Evergreen Park generously donated its share of proceeds to the Library Foundation. Nicki met with Claudia Parker, Director of Communications for District 124 to discuss a "One Book, One Village" project for spring 2017. The Merchandiser and Volunteer Coordinator positions were eliminated as of August 31. Mary Black volunteered as photographer for the Family Portraits fundraiser on Sunday, November 27. District 124 donated 12 used iPads. A solution to the bubbling in the Activity Room flooring continues to be pursued. The Village Inspector inspected the premises and will return next month for the results of the fire alarm and sprinkler test performed on August 29. Carpets in traffic-heavy areas were cleaned. Evergreen Park Public Works installed the StoryWalk frames at Yukich Fields and the inserts are in production. The book sale raised \$2,150, thanks to volunteer book sale coordinator Mary Kay Fahey. Memorials for Jim Kennedy will be used to purchase a new bike rack in the spring.

Old Business:

- After discussion, Helen Tomczuk motioned to approve the FY2017 Salary Schedule, seconded by Tom Knox. The motion passed unanimously.
- After discussion, Helen Tomczuk motioned to approve the FY2017 Income and Expense budget, seconded by Elizabeth Topa. The motion passed unanimously.
- After discussion, Helen Tomczuk motioned to adopt the FY2017 Levy Request in the amount of \$1,120,610, a 3% increase over the previous year. The motion passed; 5 ayes, 1 no, 1 absent.

New Business:

- Nicki Seidl presented the 2016/17 insurance proposal from current insurer Cook and Kocher Insurance Group, Inc., 300 S Northwest Hwy, Suite 208, Park Ridge, IL 60068 in the amount of \$14,671. The insurance proposal from Olson Insurance Group is still pending. The Board expressed frustration over non-receipt of the proposal despite sufficient notice. Tom Knox motioned that Nicki Seidl be authorized to accept the more comprehensive and cost-effective proposal, so that a check may be prepared prior to policy expiration on October 15. Elizabeth Topa seconded the motion, which passed unanimously.
- Nicki Seidl distributed the revised Educator Library Card Policy for review.
- Nicki Seidl distributed the Policy on Confidentiality of Library Records and Procedures for Law Enforcement Visits for consideration. The policy was reviewed by the library's attorney.

There being no further business to discuss, Elizabeth Topa motioned and Tina Ward seconded to adjourn the meeting at 8:40 pm. The motion passed unanimously. The next regular meeting of the Evergreen Park Public Library Board of Trustees will be October 12, 2016 at 7:00 pm.

Respectfully submitted,



Helen Tomczuk, Secretary