

**Minutes of the Evergreen Park Public Library
Board of Trustees
Regular Meeting
Wednesday, April 20, 2016
7:00 pm • Library Lower Level**

The meeting was called to order at 7:03 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.

Trustee Pearson led the assembly in the Pledge of Allegiance.

Elizabeth Topa motioned to approve the Minutes of the Regular Meeting of March 9, 2016, seconded by Virginia Chandler. The motion passed unanimously.

Elizabeth Topa motioned to approve the minutes of the Special Meeting of March 19, 2016, seconded by Helen Tomczuk. The motion passed unanimously.

Trustee Deborah Pearson left the meeting at 7:16 pm.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for April, 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 April 2016. Helen Tomczuk motioned to approve the list of checks for payment of bills for April 2016, seconded by Virginia Chandler. The motion passed unanimously.

Evergreen Park resident Warren Johnson attended the meeting.

Nicki Seidl presented the librarian's report in written format. Nicki Seidl, Julie Keaty, and Kerrie Stone attended the PLA Conference in Denver. Indigo Design is updating the library web site to the current version of the Joomla content management system. The "Support the Library" tab will be updated to accept credit card transactions under the "Donate Money" drop down menu. Murphy and Miller replaced the corroded front burner insulation and regulator plates in the six rooftop units. No cracks were found in the heat exchangers. The compressor on rooftop unit #3 has a blown circuit breaker and the grounded unit must be replaced. Kennedy Sewer Service replaced four lavatory faucets in the main floor public restrooms. All Tech Electrical Construction installed a magnetic bathroom lock on the family bathroom door in the Children's department. Covers Unlimited reupholstered the rocking chair in the Children's department and Ed Cook will refinish the wood. Mayor Sexton gave approval for the Story Walk in Yukich Fields. Donation request letters will be sent to area businesses and organizations. Nicki submitted a grant proposal to Just Energy to support after school programming for teens.

Old Business:

- After discussion, Helen Tomczuk motioned to approve the revised Evergreen Park Public Library Employee Handbook, seconded by Elizabeth Topa. The motion passed unanimously.

New Business:

- Helen Tomczuk motioned for acceptance of the proposal from Roy Erikson Outdoor Maintenance, Inc., 4430 137th Pl, Crestwood, IL 60445 to repair asphalt, sealcoat and stripe, and replace 10 parking stops in the library parking lot at a cost of \$6,845. The motion was seconded by Elizabeth Topa, and passed unanimously.
- Elizabeth Topa motioned for acceptance of the proposal from Murphy & Miller, Inc., 600 W Taylor St, Chicago, IL 60607 to replace Carrier rooftop grounded compressor unit at a cost of \$3,370.00. The motion was seconded by Helen Tomczuk, and passed unanimously.
- Helen Tomczuk motioned for approval of consent for legal representation by Robbins Schwartz, 55 W Monroe, Suite 500, Chicago, IL 60603 to both the Evergreen Park Public Library and Evergreen Park Community High School District 231 in preparing the proposed intergovernmental agreement for the provision of Educator Library cards. The motion was seconded by Elizabeth Topa, and passed unanimously.
- Helen Tomczuk, motioned for acceptance of the maintenance agreement with Colley Elevator, 226 William Street, Bensenville, IL 60106 at a cost of \$383 per quarter, \$1,532 annually. The motion was seconded by Virginia Chandler and passed unanimously.
- Helen Tomczuk motioned for acceptance of the proposal from SimplexGrinnell, 91 N Mitchell Ct, Addison, IL 60101 to install a GSM radio to communicate with SimplexGrinnell Monitoring at a cost of \$704. The motion was seconded by Elizabeth Topa and passed unanimously.
- Helen Tomczuk motioned for approval of the revised Evergreen Park Public Library Application for Employment, seconded by Elizabeth Topa. The motion passed unanimously.
- Nicki Seidl distributed the Evergreen Park Public Library Reference Services Policy for review and approval at the regular meeting May 11.
- Helen Tomczuk motioned for approval of the amended Employment Agreement between the Evergreen Park Public Library Board of Trustees and Library Director Nicki Seidl. The motion was seconded by Virginia Chandler and passed unanimously.
- Kim Shine requested the board send a letter of acknowledgement to Secretary of State, Jesse White, for the Library's FY2016 per capita grant award in the amount of \$15,302.91.

There being no further business to discuss, Elizabeth Topa motioned and Helen Tomczuk seconded to adjourn the meeting at 8:03 pm. The motion passed unanimously. The next regular meeting of the Evergreen Park Public Library Board of Trustees will be May 11, 2016 at 7:00 pm.

Respectfully submitted,



Helen Tomczuk, Secretary

**EMPLOYMENT AGREEMENT BETWEEN BOARD OF LIBRARY TRUSTEES
OF VILLAGE OF EVERGREEN PARK AND NICKI SEIDL**

THIS EMPLOYMENT AGREEMENT is made as of April 20, 2016 by and between the **BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF EVERGREEN PARK** (the "Board"), and **NICKI SEIDL** ("Seidl") (together, the "Parties").

WHEREAS, Seidl has been employed by the Board as Library Director of Evergreen Park Public Library since January 3, 2000; and

WHEREAS, the Board desires to continue to employ Seidl and to obtain the benefit of her services as Library Director for the duration of this Agreement, and Seidl desires to serve in that capacity and to render such services on the terms and conditions set forth in this Agreement;

NOW THEREFORE, IN CONSIDERATION of their mutual promises and other good and valuable consideration, the Parties agree as follows:

1. Employment and Best Efforts. Seidl agrees that she will at all times faithfully, and to the best of her skill, ability, experience and talents, perform full time in a professional manner all of the duties and responsibilities of the position of Library Director. In carrying out these duties and responsibilities, Seidl shall comply with all Board policies, procedures, rules and regulations, both written and oral, as are announced by the Board from time to time.

2. Position Title, Duties, and Responsibilities. The duties and responsibilities of the position of Library Director Position are described in attached Exhibit A, hereby incorporated as a part of this Agreement. The Board may from time to time assign additional responsibilities to the Director.

3. Duration of Agreement. This provisions of this Agreement shall be effective for five years, covering the period January 1, 2016 through December 31, 2020 which coincides with the Library's fiscal years 2016 through 2020.

4. Compensation.

(a) The Board shall pay Seidl a salary of \$81,245.00 for the Library's fiscal year 2016 (beginning on January 1, 2016 and ending December 31, 2016, and shall increase Seidl's salary by a minimum of 3.5% annually in each of the four remaining years of this Agreement. Salary payments shall be subject to statutorily required deductions.

(b) Seidl shall be reimbursed for all reasonable expenses incurred in connection with her employment, upon provision of appropriate receipts.

5. Vacation. Seidl shall be entitled to vacation five weeks per year.



6. Benefits. The Board shall at its expense provide Seidl with the health plan that is currently in place for full-time Library employees, or with such plan as may be in place from time to time.

7. Performance Reviews. Seidl will be provided with a written performance evaluation annually by October 1, and shall meet thereafter with Seidl to enable review and discussion of all aspects of the evaluation.

8. Termination.

(a) Seidl may terminate this Agreement at any time, by giving at least four weeks' written notice to the Board.

(b) The Board may terminate this Agreement and Seidl's employment for sufficient cause at any time, upon giving written notice.

(c) Seidl agrees to promptly return any property of the Evergreen Park Public Library in the event that the Board terminates her employment.

9. Acknowledgement of Opportunity to Consult with Counsel. Seidl acknowledges that the Board has provided her with a reasonable opportunity to obtain independent legal advice with respect to this Agreement, and that she has obtained such advice before signing this Agreement, or has chosen not to obtain such advice.

10. Entire Agreement. This Agreement contains the entire agreement between the Parties, supersedes in all respects any and all prior oral or written agreements or understandings pertaining to Seidl's employment by the Board. This Agreement may be amended or modified only by a written instrument referring to this Agreement and signed by both of the Parties.

11. Severability. The Parties agree that in the event any part of this Agreement is held by a court of competent to be unenforceable or invalid, then such part shall be stricken and all remaining provisions hereof shall remain in force and effect to the fullest extent allowed by law.

12. Governing Law. This Agreement shall be governed by the laws of the State of Illinois, without respect to its conflict of laws provisions.

WHEREFORE, the Parties have affixed their signatures or (in the case of the Board) the signature of its authorized officer to this Agreement.

**BOARD OF LIBRARY TRUSTEES OF NICKI SEIDL
THE VILLAGE OF EVERGREEN PARK**

By: Kim Shine
Kim Shine,
Board President

Nicole M. Seidl
Nicki Seidl

DATED: 4/20/16

DATED: 4/20/16

DIRECTOR

Definition

The Director is an exempt position responsible for managing the overall operation of the Evergreen Park Public Library. The Director must be committed to the mission and philosophy of public library service and possess thorough knowledge, skill and ability to implement library policies and projects, and provide leadership for improving public library service to the community.

Supervision

The Director reports to the Evergreen Park Public Library Board of Trustees. The Evergreen Park Municipal Code, Evergreen Park Public Library Board policies, Illinois State Statutes, Illinois State Library standards, and the policies of the Illinois State Library, the Reaching Across Illinois Library System and SWAN consortium provide guidance. The Director works independently within the overall framework set by the library board. The Director is responsible for prioritizing goals, and for identifying and utilizing the appropriate resources to reach desired goals. Performance is reviewed through observation, completion of projects, status reports, conferences, and on-going communication with the Library Board.

Essential Functions

- 1. Provides administrative support to the Evergreen Park Public Library Board of Trustees**
 - Prepares agenda, compiles and distributes background materials for agenda items.
 - Informs library board of issues and problems relating to the Library; presents options and recommendations for resolution.
 - Provides orientation and continuing education for board members.
 - Assists library board in developing library policies.
- 2. Develops and oversees a variety of services designed to meet the needs of a diverse public**
 - Assures a varied collection of materials is available to users of all ages and abilities.
 - Assures reference and information services, public programming, and access to electronic information is available to users of all ages and abilities.
 - Supports resource sharing and interlibrary loan with other libraries in the SWAN consortium and in the state.
 - Evaluates long-term and short-term projects, as well as daily operations, to keep the services of the Library responsive to community needs.
- 3. Supervises staff and volunteers and implements personnel policies**
 - Interviews, hires, and evaluates professional and non-professional employees. Administers the library job classification and salary schedule. Reviews staffing patterns and work schedules. Makes staff promotions and dismissals.
 - Fosters teamwork, cooperation, and communication within all library departments.

- Possesses a keen appreciation for and understanding of customer service in the execution of duties, with a focus on “getting to yes”.
 - Conducts staff meetings and in-service days and encourages continuing education and professional growth for staff.
- 4. Develops the library budget and manages the Library's finances**
- Prepares the annual operating budget, including revenue and expenditure history analysis and future projections for consideration of the Library Board.
 - Administers the budget as approved by the Library Board.
 - Approves all expenditures and oversees the investment of library funds.
- 5. Plans for the Library's future**
- Works with the library board, municipal, state, and federal officials, the Evergreen Park Public Library Foundation, and other library and community organizations and individuals in planning for library development and financial support.
 - Oversees the Library's public relations and fund development activities.
- 6. Advocates and promotes the Library**
- Serves as the Library's official representative as appropriate at meetings, presentations, conferences, and other events directly related to the Evergreen Park Public Library.
- 7. Manages the library facility**
- Oversees the care and maintenance of the library facility and grounds.
 - Supervises custodial staff.
 - Collaborates with others to identify and resolve building issues that affect library services and brings to the attention of library board. Secures bids when necessary.
 - Is aware of federal, state, and municipal laws and regulations related to construction and maintenance, including the Americans with Disabilities Act, Prevailing Wage Act, and OSHA among others.

Qualifications

- Master's Degree in Library Science from an ALA Accredited Institution.
- High level public library leadership and budget experience.

Knowledge, Ability, and Skills

- Available to perform the above-listed essential functions on site at the library.
- Available to work a schedule that includes evenings and weekends, and that will change from time to time.
- Possesses thorough knowledge of library principles, practices, techniques, materials, and technology.
- Ability to plan, organize, direct, and conduct the administrative and management functions of a public library including budgeting and fundraising.
- Highly developed problem-solving skills.

- Ability to establish and maintain effective working relationships with library trustees, elected officials, and community groups.
- Communicates orally and in writing in English.
- Considerable ability to understand and follow written and oral instructions.
- Communicates and works effectively with the public and all levels of library staff in a warm, friendly, and helpful manner.
- Dependable, reliable, punctual, and patient.
- Able to relate to culturally and/or economically diverse individuals.
- Demonstrates effective listening skills, in a respectful and sensitive manner.
- Able to be flexible in job tasks and adapt to new situations.
- Exercises initiative and discretion.
- Remains calm in difficult situations.
- Open and alert to suggestions and new ideas.

Physical Requirements/Work Environment

- Work that includes repetitive keyboard use.
- Work that includes moderate physical activity, such as setting up and taking down tables and chairs.
- Work that includes pushing loaded book carts of up to 25 lbs.
- Manual dexterity, clear speech, hearing acuity, and correctable vision.
- Provides own transportation.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

Updated June 2015