

**Minutes of the Evergreen Park Public Library
Board of Trustees
Regular Meeting
Wednesday, February 10, 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. Library Director Nicki Seidl was also present. Secretary Helen Tomczuk and Trustee Deborah Pearson were absent with prior notification.

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

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

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for January 2015. Virginia Chandler motioned to accept the Treasurer's report for audit, seconded by Tina Ward. The motion carried unanimously. Nicki Seidl advised the Board that the Illinois Funds will no longer accept direct deposits of Cook County property tax receipts. Receipts have been redirected to the library's checking account at Evergreen Bank Group, while a replacement for the Illinois Funds is researched. The Board reviewed the list of checks submitted for payment for February 2016. Thomas Knox motioned to approve the list of checks for payment of bills for February 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. Heritage Technology Solutions will install the new telephone system on February 12. A new DVD player was installed in the meeting room. AVS will return to conduct an assessment of audiovisual improvements. Nicki and Laura Meyer are working on a proposal to install a "StoryWalk" along the exercise path in Yukich Fields. The display policy is under revision in consultation with our attorney. The Evergreen Park Public Library Foundation is registered as a charitable organization eligible to receive donations through Amazon Smile. Plans are proceeding for the Sip & Sample fundraiser on Saturday, February 20.

Old Business:

- Nicki Seidl advised that the physical cost of a library card is 46 cents. During approximately one month's time, 22 lost library cards were replaced. After discussion, Thomas Knox motioned to approve the proposal to eliminate the \$2 replacement fee for up to three library cards per patron. There will be a \$2 fee to replace any card after three. The Circulation department will continue to track the number of replacement cards. The motion was seconded by Tina Ward, and passed unanimously.

New Business:

- Virginia Chandler motioned to accept the engagement letter from O'Neill & Gaspardo, LLC, 9697 W 191st Street, Suite 201, Mokena, IL 60448 to provide auditing services for the year ended December 31, 2015, at a cost of \$6,600. The motion was seconded by Elizabeth Topa, and passed unanimously.

- Virginia Chandler motioned to accept the 60 month copier lease and service/supply agreement from MWOS, 148 N Kinzie Av, Bradley, IL 60915 at a cost of \$1,227.01/month. Thomas Knox seconded the motion, and passed unanimously.
- Tina Ward motioned that the charge for color printing be set at 50 cents per copy. Nicki Seidl will monitor after one month to ensure expenses are being met, so that charge may be adjusted accordingly. The motion was seconded by Elizabeth Topa, and passed unanimously.
- Virginia Chandler motioned to accept the 2016 Landscape Maintenance Agreement from Christy Webber Landscapes, 2900 W Ferdinand, Chicago, IL 60612 at a cost of \$185/month, and dormant pruning at a cost of \$588. The motion was seconded by Thomas Knox, and passed unanimously.
- Elizabeth Topa motioned to accept the proposal from Tyco Simplex Grinnell, 91 N Michell Ct, Addison, IL 60101 for a five year contract for sprinkler, fire extinguisher, fire alarm, and backflow testing at an annual cost of \$1,361.99. The motion was seconded by Thomas Knox, and passed unanimously.
- Tina Ward motioned for approval to submit the FY2016 Illinois Public Library Annual Report to the Illinois State Library. The motion was seconded by Virginia Chandler, and passed unanimously.
- Nicki Seidl has a conflict with the April 13 board meeting and her duties as Chair of the Construction Grant Review Committee in Springfield. Therefore, Virginia Chandler motioned that the April 13 meeting be rescheduled to April 20. The motion was seconded by Elizabeth Topa, and passed unanimously.
- Nicki Seidl requested permission to close the library at 3 pm on Saturday, February 20, to prepare for the Sip & Sample Fundraiser. Elizabeth Topa motioned to close the library at 3 pm on Saturday, February 20, seconded by Tina Ward. The motion passed unanimously.

The Library Board expressed appreciation to the library staff for the extensive array of quality programs for the community. Elizabeth Topa complimented Anna Wassenaar and her reference staff for the attractive and engaging displays and promotional materials.

There being no further business to discuss, Elizabeth Topa motioned to adjourn the meeting at 8:31 pm. The motion was seconded by Tina Ward, and passed unanimously. The next regular meeting of the Evergreen Park Public Library Board of Trustees will be Wednesday, March 9, at 7:00 pm.

Respectfully submitted,



Nicki Seidl
Secretary Pro-Tem