

**Minutes of the Evergreen Park Public Library  
Board of Trustees  
Regular Meeting  
Wednesday, March 9, 2016  
7:00 pm • Library Lower Level**

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The meeting was called to order at 7:01 pm by President Kim Shine. The following trustees were present: Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Helen Tomczuk, Thomas Knox and Deborah Pearson. Library Director Nicki Seidl was also present. Trustee Tina Ward was absent.

President Shine led the assembly in the Pledge of Allegiance.

Elizabeth Topa motioned to approve the Minutes of the Regular Meeting of February 10, 2016, seconded by Thomas Knox. The motion passed unanimously.

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

Evergreen Park resident and Media Specialist for District 124, Anne Thompson, attended the meeting.

Nicki Seidl presented the librarian's report in written format. The elevator passed inspection. Heritage Technology Solutions installed the new telephone system on February 12. Audio Visual Systems, Inc. conducted an audit of audiovisual needs and recommended upgrades for the meeting room, The Illinois Roof Consulting Association has been contacted for the annual roof inspection. Roy Erickson Outdoor Maintenance has been contacted to repair damage to the parking lot, sealcoat, replace the stops, and restripe the parking lot. The "Sip & Sample" fundraiser was a success, with 153 people attending and a net profit of \$5,371.51. Nicki and Laura Meyer are developing a proposal for Mayor Sexton to install a Story Walk at Yukich Fields. The second annual Authors Expo is Saturday, April 16, from noon – 3 pm. The Adult Spelling Bee is Thursday, April 28. The library attorney will draft an intergovernmental agreement so the library may continue to offer educator library cards to teachers at schools within Evergreen Park.

Old Business: There was no Old Business.

**New Business:**

- Elizabeth Topa motioned for acceptance of the proposal from Indigo Design Company, 222 W Merchandise Mart, Chicago, IL 60654 for \$4,125 to upgrade the library web site's joomla system, components, modules, and plugins. The motion was seconded by Thomas Knox and passed unanimously.
- Elizabeth Topa motioned for acceptance of the proposal from All-Tech Electrical Construction, 4645 W 138th Street, Crestwood, IL 60445 for \$1,380 in labor and materials to provide a magnetic door lock for the family restroom in the Children's department. The motion was seconded by Thomas Knox and passed unanimously.

- Virginia Chandler motioned for acceptance of the proposal from Kennedy Sewer Service, 12362 S Keeler, Alsip, IL 60805 for \$2,500 for labor and materials to replace four lavatory faucets in the main floor public bathrooms. The motion was seconded by Deborah Pearson and passed unanimously.
- Tom Knox motioned for approval of the revised Display Case Application and Guidelines for Display Case Exhibits, seconded by Helen Tomczuk. The motion passed unanimously.
- Nicki Seidl distributed five proposals for checking and money market accounts from local financial institutions for the General Fund and operating and payroll accounts. After careful review and discussion, Tom Knox motioned to accept the proposal from Evergreen Bank Group, 3842 W 95th Street, Evergreen Park, IL. The motion was seconded by Deborah Pearson and passed unanimously.
- Nicki Seidl distributed the revised Evergreen Park Public Library Employee Handbook for approval at the April regular meeting.

President Kim Shine thanked all Foundation members, Kay O'Connor, and library staff for their contributions to the success of the Sip & Sample fundraiser. Nicki Seidl added special thanks to Ana Gomez, Linda McKeown, Julie Keaty, Bob Gunter, and Jim Litak for helping with day-after clean up.

There being no further business to discuss, Elizabeth Topa motioned and Deborah Pearson 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 April 20, 2016 at 7:00 pm.

Respectfully submitted,



Helen Tomczuk, Secretary