

**Minutes of the Evergreen Park Public Library
Board of Trustees
Thursday, May 13, 2020
7:00pm**

The meeting was called to order at 7:15pm by President Kim Shine. The following trustees were present electronically: Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Kate Bradley, Trustee James Busk, and Trustee Deborah Pearson. Helen Tomczuk was inadvertently absent without notification. Library Director Nicki Seidl was also present.

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

Elizabeth Topa motioned to approve the Minutes of the Regular Meeting of March 11, 2020, seconded by Virginia Chandler. The motion passed unanimously.

Virginia Chandler motioned to approve the Minutes of the Special Meeting of May 4, 2020, seconded by Elizabeth Topa. The motion passed unanimously.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for March and April 2020. Virginia Chandler motioned to approve the Treasurer's Report, seconded by Deborah Pearson. The motion passed unanimously. Deborah Pearson motioned to approve the list of checks for payment of bills for April 2020, seconded by James Busk. The motion passed unanimously. The approval of the list of checks for payment of bills for May 2020 was postponed.

There were no public comments.

Evergreen Park Public Library Foundation:

The book bike will be delivered to the library at the beginning of June. It will be used for book delivery, and hopefully, at the Farmer's Market.

Old Business:

Home delivery and curbside pickup for Evergreen Park Library cardholders started on Monday, May 11th. Patrons can place holds online through the catalog, call, or email their requests. Staff on duty that day pull the books and prepare bags for delivery or pickup. The patron has three days to pick up the books. The staff puts the books directly in the trunk of the patrons car. Our staff is using best practices as directed by the CDC and other credible health sources. Special thanks to the staff for all their hard work throughout this pandemic.

New Business:

The library is working toward next step in a phased restoration of library services, which is expected to be limited use of computer services by appointment only. Residents may reserve a computer for two hours; non-residents one hour pending availability. The maintenance company will be installing plexiglass dividers at public service desks. Six socially distanced tables will be equipped with computer workstations. Each user will be provided a keyboard cover and freshly sanitized mouse. Hand sanitizer will be provided. Printing and scanner/fax services will be facilitated by library staff. Computer lab staff are tasked with thoroughly disinfecting the area after the patron is finished. After this phase, we will look into best practices

for opening up the study rooms, meeting room to outside groups, the Children's area, and in-person programming.

The Board discussed the library's issue with parking congestion and reviewed a proposal from Engberg Anderson Architects to conduct a feasibility study. After much discussion it was decided that Virginia Chandler would call Mayor Sexton to get his insights on the matter.

Deborah Pearson motioned to approve the Employee Use of Corporate Credit Cards Policy, seconded by Elizabeth Topa. The motion passed unanimously.

There being no further business to discuss, Elizabeth Topa motioned to adjourn the meeting, seconded by Virginia Chandler. The motion passed unanimously, and the meeting adjourned at 9:04 pm. The next regular meeting of the Evergreen Park Public Library will be Wednesday, June 10, 2020, at 7:00 pm in the conference room or on Zoom.

Respectfully submitted


Kate Bradley, Secretary