

**Minutes of the Evergreen Park Public Library  
Board of Trustees  
Wednesday, August 12, 2020, by Zoom  
7:00pm**

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The meeting was called to order at 7:10 pm by President Kim Shine. The following trustees were present: President Kim Shine, Vice President Virginia Chandler, Treasurer Elizabeth Topa, Trustee James Busk, Trustee Deborah Pearson, and Trustee Helen Tomczuk. Secretary Kate Bradley was absent with notification. Library Director Nicki Seidl was also present.

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

Helen Tomczuk motioned to approve the Minutes of the Regular Meeting of July 8, 2020, seconded by Virginia Chandler. The motion passed unanimously.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for July 2020. Deborah Pearson motioned to approve the Treasurer's Report, seconded by Helen Tomczuk. The motion passed unanimously.

Helen Tomczuk motioned to approve the list of checks for payment of bills for August 2020, seconded by Virginia Chandler. The motion passed unanimously.

There were no public comments.

**Librarian's Report:**

Interlibrary loan services resumed on July 7, so all circulation services have returned to pre-COVID status. Study room use for one or two people, and walkthrough browsing of the collection began on July 7. Library hours starting on September 8, the day after Labor Day, will be Monday-Saturday, 9 am to 6 pm. The computer lab will remain in the Children's department until it is advisable to resume in-library programs for young people. The children's program room will provide individual seating at tables for 6 adults. There will be four student computer workstations outside of the Activity room, and four inside on study tables. The Reading room provides individual seating at tables for 5 adults or older students when all study rooms are in use. Meeting room reservations for outside groups will be suspended for the remainder of the year, as the space is being used for furniture storage. Space has been cleared on the main level to provide physical distance seating for 25 people. Some in-library programming for adults will be scheduled in the fall, with simulcasts on Zoom. The library was awarded a \$6,400 grant from Best Buy to purchase 10 additional hotspots for loan, add new YA audiobooks and e-books, and subscriptions to Brainfuse online tutoring and JobNow virtual job search help. The fan in rooftop unit#1 was replaced. Murphy & Miller recommended to replace the entire unit as soon as funds are available. EP Library applied for FEMA/IEMA funds to reimburse COVID-related expenses. If successful, the library will be reimbursed for 75% of expenditures. Cook County allocated \$365,000 in CARES Act funding to Evergreen Park for direct COVID-related expenses but the library will not be able to share in the funds.

**Evergreen Park Public Library Foundation:**

With COVID-19 activity expected to reach into 2021, the Sip & Sample fundraiser traditionally scheduled in February will have to be delayed. Kim Shine asked board members to be alert for non-traditional fundraising ideas.

**Old Business:**

The remote parking lot concept from Engberg Anderson Engberg Anderson was briefly discussed while awaiting Eriksson Engineering Associates' site assessment report.

Helen Tomczuk motioned to approve the Temporary Teleworking Policy and Acknowledgement, seconded by Elizabeth Topa. The motion passed unanimously.

Virginia Chandler motioned to approve the Director job description, seconded by Helen Tomczuk. The motion passed unanimously.

**New Business:**

Nicki Seidl distributed a draft of the FY2021 Income Budget for review.

The Board discussed resuming fine collection as of September 8, 2020 (the day after Labor Day). Helen Tomczuk motioned to resume collecting fines as of September 8, seconded by Elizabeth Topa. The motion passed unanimously,

Nicki Seidl distributed *Return to Work Protocol Following a COVID-19 Related Incident* for review.

Helen Tomczuk motioned to approve the Investment of Public Funds policy, seconded by Virginia Chandler. The motion passed unanimously.

Helen Tomczuk motioned to approve the 2020-21 Snow Removal Contract #821 from Don's Custom Landscaping, 9711 S. Troy, Evergreen Park, IL 60805 for \$110 per visit and \$120 per salt application, seconded by James Busk. The motion passed unanimously.

There being no further business to discuss, Helen Tomczuk motioned to adjourn the meeting, seconded by Deborah Pearson. The motion passed unanimously, and the meeting adjourned at 8:53 pm. The next regular meeting of the Evergreen Park Public Library will be Wednesday, September 9, 2020, at 7:00 pm in the conference room or on Zoom.

Respectfully submitted,



Nicki Seidl, Secretary Pro-Tem