

**Minutes of the Evergreen Park Public Library  
Board of Trustees  
Wednesday, November 11, 2020  
7:00pm, via Zoom**

---

The meeting was called to order at 7:03pm by President Kim Shine. The following trustees were present: President Kim Shine, Vice President Virginia Chandler, Treasurer Elizabeth Topa, Secretary Kate Bradley, Trustee James Busk, and Trustee Deborah Pearson. Trustee Helen Tomczuk was absent with 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 October 14, 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 October 2020. Virginia Chandler motioned to approve the Treasurer's Report, seconded by Deborah Pearson. The motion passed unanimously.

Virginia Chandler motioned to approve the list of checks for payment of bills for November 2020, seconded by Kate Bradley. The motion passed unanimously.

There was no public participation.

**Librarian's Report:**

While the library is open 54 hours per week (Monday-Saturday, 9 am to 6 pm), in-person library programs have been suspended since Governor Pritzker announced further restrictions due to a resurgence of positivity. Capacity limits have not been an issue. Young adult librarian Michelle Luna is departing to head youth services at Blue Island Library. Mary Black will resume providing services to young adults. The staff in-service day on December 4 will focus on improving library services for autistic individuals. The library has received three fraudulent unemployment claims. The temporary computer lab will be dismantled and youth services restored to the space by January. Thanks to Kate and Delia Bradley and Linda McKeown for volunteering for fall cleanup of the butterfly garden. Bob Erlich will curate next year. Jenna Harte-Wisniewski will serve as staff liaison to the Foundation. There will be a ribbon-cutting and photo-op for our new Trike-a-Delic book bike. A \$5,000 request for Cook County Coronavirus Relief Funds was submitted in advance of the October 30 deadline.

**Evergreen Park Public Library Foundation:**

The account for the Evergreen Park Public Library Foundation currently has a balance of \$64,788.60 in an unrestricted account.

**Old Business:**

Virginia reported on the progress of the remote parking lot. She talked to Mayor Sexton on October 16th, 2020. He is investigating the possibility of the village performing some of the work for the parking lot project. The plan looks promising right now. More information to come.

**New Business:**

James Busk motioned to approve the 2021 employee contribution of monthly co-insurance premiums, seconded by Kate Bradley. The motion passed unanimously.

Virginia Chandler motioned to approve the 2021 Holiday and days closed calendar, seconded by Kate Bradley. The motion passed unanimously.

Kate Bradley motioned to approve the Evergreen Park Public Library Board of Trustees 2021 meeting calendar, seconded by Virginia Chandler. The motion passed unanimously.

The Design and Implementation of Internal Control document was distributed for review.

The Administrative Succession plan was distributed for review.

Members of the board discussed Ch. 5, *Building Infrastructure and Maintenance*; Ch. 6, *Safety*; Ch.7, *Collection Management* from *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

Elizabeth Topa motioned to approve the cancellation of the December 9, 2020, regular meeting of the Evergreen Park Public Library Board of Trustees. Virginia Chandler seconded the motion. 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 8:38pm. The next regular meeting of the Evergreen Park Public Library will be Wednesday, January 13, 2021, at 7:00 pm in the conference room or on Zoom.

Respectfully submitted,

  
Kate Bradley, Secretary