

**Minutes of the Evergreen Park Public Library
Board of Trustees
Wednesday, January 13, 2021
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 Helen Tomczuk and Trustee Deborah Pearson. Trustee James Busk was absent with notification. Library Director Nicki Seidl was also present.

Guests Present: Alex Todd and Jim Deiters, Deiters & Todd Library Consulting.

Jim Deiters and Alex Todd of Deiters & Todd Library Consulting presented their proposal and process for conducting the search for a director to replace Nicki Seidl, who is retiring in June.

Helen Tomczuk motioned to approve the Minutes of the Regular Meeting of November 11, 2020, seconded by Deborah Pearson. The motion passed unanimously.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for November, 2020. Virginia Chandler motioned to accept the Treasurer's Report for audit, seconded by Helen Tomczuk. The motion passed unanimously.

The Board reviewed the financial statements for December, 2020. Helen Tomczuk motioned to accept the Treasurer's Report for audit, seconded by Virginia Chandler. The motion passed unanimously.

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

Virginia Chandler motioned to approve the list of checks for payment of bills for January 2021, seconded by Deborah Pearson. The motion passed unanimously.

There was no public participation.

Librarian's Report:

The library hours continue Monday-Saturday, 9am to 6pm, but beginning on November 23 computer use and study room use are available to Evergreen Park residents only, with time limits. Browsing and material checkout is available to everyone. The staff in-service day on December 4 focused on improving library services for autistic individuals. The temporary computer lab has been dismantled, and the space restored to youth services. EP Library was awarded a \$9,700 grant from the Illinois State Library to extend Wi-Fi coverage to the parking areas to the east and south of the building, and to upgrade the interior Wi-Fi. The access control system malfunctioned. It is end-of-life and the library will budget to replace next year. The library received a donation from the Gift of Carl Foundation to conduct a teen discussion about racism using the book, *Stamped: Racism, Antiracism, and You* by Jason Reynolds. EP Library was awarded a \$500 grant from the Illinois State Library to reimburse PPE expenses. Cook County Treasurer Maria Pappas announced that the first installment of FY20 property taxes typically due March 2 will be postponed until May 3, 2021.

Evergreen Park Public Library Foundation:

The account for the Evergreen Park Public Library Foundation currently has a balance of \$64,107.17 in an unrestricted account. A *Dial-A-Story* subscription was purchased with the balance of a grant from the United Credit Union.

Old Business:

Virginia Chandler reported on the progress of the remote parking lot. She spoke to Mayor Sexton in December, and is awaiting his response. She will follow up for the February meeting.

Nicki Seidl distributed a 2020-2021 Libraries of Illinois Risk Agency (LIRA) cost comparison for package and workers compensation insurance for 2021-2021. She will clarify the Crisis Protect coverage that was added this year at a cost of \$1,709.

New Business:

Deborah Pearson motioned to accept the Letter of Agreement from Deiters & Todd Library Consulting, Oak Lawn, IL 60453 to provide executive search services for a fee up to \$10,000, seconded by Helen Tomczuk. The motion passed unanimously.

A subcommittee of Kim Shine, Elizabeth Topa, Deborah Pearson, Helen Tomczuk, and Kate Bradley was set up for the new director search. They will work with Deiters & Todd develop goals for a new director, timeline for replacement, benefits package, and interview questions.

Helen Tomczuk motioned to approve 2021-26 Service Agreement Renewal for fire system, sprinkler, extinguishers, and backflow inspection from Johnson Controls Fire Protection LP, 14200 E Exposition Ave, Aurora, CO 80021 for \$1,450.53. The motion was seconded by Elizabeth Topa, and the motion passed unanimously.

Kate Bradley motioned to approve the Design and Implementation of Internal Control document, seconded by Helen Tomczuk. The motion passed unanimously.

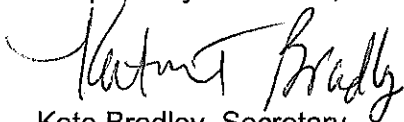
Helen Tomczuk motioned to approve the Administrative Succession Plan, seconded by Deborah Pearson. The motion passed unanimously.

The Board discussed Ch.8, *System Member Responsibilities and Resource Sharing*; Ch. 9, *Public Services*; Ch. 10, *Programming* from *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

Helen Tomczuk motioned to accept the temporary COVID-19 sick leave policy for 2021 as presented, seconded by Elizabeth Topa. The motion passed unanimously.

There being no further business to discuss, Helen Tomczuk motioned to adjourn the meeting, seconded by Elizabeth Topa. The motion passed unanimously, and the meeting adjourned at 9:28pm. The next regular meeting of the Evergreen Park Public Library will be Wednesday, February 10, 2021, at 7:00pm in the conference room or on Zoom.

Respectfully submitted,



Kate Bradley, Secretary