

Minutes of the Evergreen Park Public Library
Board of Trustees
Wednesday, April 14, 2021
7:00pm, Via Zoom

The meeting was called to order at 7:02pm by President Kim Shine. The following trustees were present: Vice President Virginia Chandler, Secretary Kate Bradley, Trustee Helen Tomczuk, Trustee James Busk, and Trustee Deborah Pearson. Treasurer Elizabeth Topa was absent with notification. Library Director Nicki Seidl and Alex Todd of Deiters & Todd Library Consulting were also present.

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

Helen Tomczuk motioned to move Alex Todd's report on the progress of the library director search from Old Business to the beginning of the meeting, seconded by Kate Bradley. The motion passed unanimously.

Deborah Pearson motioned to add approval of the Photography and Video Policy to the agenda under Old Business, seconded by Virginia Chandler. The motion passed unanimously.

Alex Todd, of Deiters & Todd Library Consulting reported that two candidates will continue in the interview process. Each candidate will present to staff and board members on the same topic, followed by a question and answer period and meetings with staff and board separately. Candidates will tour the building with Nicki Seidl. At the conclusion of the interviews, the board will discuss so as to reach a final decision. An invitation will be extended to incoming Trustee Laura Sexton. Approval is expected at the May 12 regular board meeting.

Alex Todd left the meeting at 7:26pm.

Helen Tomczuk motioned to approve the Minutes of the Special Meeting of the Director Search Committee of January 28, 2021, seconded by Kate Bradley. The motion passed unanimously.

Helen Tomczuk motioned to approve the Minutes of the Regular Meeting of March 10, 2021, seconded by James Busk. The motion passed unanimously.

Helen Tomczuk motioned to approve the Minutes of the Special Meeting of the Director Search Committee of March 24, 2021, seconded by Deborah Pearson. The motion passed unanimously.

Helen Tomczuk motioned to approve the Minutes of the Special Meeting of the Director Search Committee of March 25, 2021, seconded by Kate Bradley. The motion passed unanimously.

The Treasurer's Report was presented by Nicki Seidl. With her guidance, the Board reviewed the financial statements for March, 2021. Helen Tomczuk motioned to approve the Treasurer's Report, seconded by Kate Bradley. The motion passed unanimously. The library has enough cash-on-hand to operate through November 2021. Because of the uncertainty of the course of the coronavirus, no unexpended receipts were transferred from the General Fund into the Reserve Fund in 2020, although our Projected Statement of Revenues and Expenditures 2020-2025 calls for transferring \$50,000 each year into reserve to pay for anticipated repair and replacement of capital items and mechanical systems. The Library's construction grant

application was approved for funding for \$81,712. The Library's match is \$81,713. We are in a position to move \$100,000 into reserve to keep pace with the projections in our capital plan.

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

There was no public participation.

Librarian's Report:

The Evergreen Park Public Library Board of Trustees would like to send a BIG shout out to Mary Black for the *Stamped* book discussion. Mary was honored on the Illinois Library Association's social media as the first ILA Member Spotlight. Well done, Mary!

The Evergreen Park Public Library Board of Trustees would also like to show special appreciation to Suzie Dahke-Beard for using her many talents to create new StoryWalk signs at Yukich Fields using the book, *You Might Find Yourself*, by Tai Snaith. Way to go, Suzie!

Jenna Harte-Wisniewski is administering the AgeOptions grant. Six "SilverSpot" tablets with data were purchased and preloaded with programs and bookmarks of interest to older adults. The interior Wi-Fi 6 upgrade is complete. A malfunctioning elevator shunt trip breaker and call button were replaced. Minor concrete repair was performed at the staff entrance. Administrative offices in the lower level were repainted. The library is preparing to return to normal summer hours after Memorial Day. A new collection of vinyl records and circulating portable turntables is being piloted. The Library's construction grant application was approved for funding to replace rooftop units and lower level furnaces, water heater, and broadloom carpet on the lower level. Outgoing Vice President Virginia Chandler will be honored with a proclamation for her years of service on the library board at the Village meeting on April 19. All are encouraged to attend.

Evergreen Park Public Library Foundation:

The Foundation has been asked to purchase or rent a large tent to be erected in the employee parking lot to the west of the building. Nicki Seidl priced out the cost to buy and the cost to rent tents, with and without sides. After discussing, the board believes buying a 20x30 tent is the best option. More information is needed such as warranty on the tent, fabric swatches, type of poles, and delivery time. The tent will be used for many events but most importantly in-person summer reading programs this June and July. The Library will be reimbursed from the Evergreen Park Public Library Foundation.

Old Business:

Nicki reported on the progress of the remote parking lot. The owner of the house on Troy is currently incapacitated. He will reach out to Nicki when able.

Virginia Chandler motioned to approve Photography and Video Policy, seconded by Deborah Pearson. The motion passed unanimously.

New Business:

Helen Tomczuk motioned to approve the removal of the \$2 fee for lost library cards, seconded by James Busk. The motion passed unanimously.

Helen Tomczuk motioned to approve auto-renewals of materials, seconded by Kate Bradley. The motion was denied, and did not pass. Evergreen Park Library materials will not auto-renew, for the time being, so as to preserve the collection of fines as much-needed revenue.

The Funds Policy was distributed for review. It puts into writing an outline of best practices. Approval will be on the May 12 agenda.

The Evergreen Park Public Library Board of Trustees would like to thank Virginia Chandler and James Busk for all their hard work over the years. Congratulations to Helen Tomczuk and Kate Bradley on their reelection!

There being no further business to discuss, Deborah Pearson motioned to adjourn the meeting. Helen Tomczuk seconded the motion. The motion passed unanimously, and the meeting adjourned at 8:35pm. The next regular meeting of the Evergreen Park Public Library will be Wednesday, May 12, 2021, at 7:00 pm in the lower level conference room.

Respectfully submitted,



Kate Bradley, Secretary