

*Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
August 8, 2016*

***CALL TO ORDER AND ROLL CALL***

President Fitzgerald called the meeting to order at 7:43 p.m. Responding to roll call were Trustees Boyer, Janik, Mrozek and Nelson. Also present was Librarian Gilman and Business Assistant Brittany Luna.

***AUDIENCE TO VISITORS***

No audience to visitors.

***APPROVAL OF MINUTES***

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of July 11, 2016.

It was moved by Trustee Boyer and seconded by Trustee Mrozek

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JULY 11, 2016 BE APPROVED

AYES..... Boyer, Fitzgerald, Janik, Mrozek and Nelson  
NAYS..... None  
ABSTAIN..... None  
ABSENT..... Kucharski and Seweryn

President Fitzgerald called for additions or corrections to the Minutes of the Executive Session of June 13, 2016.

It was moved by Trustee Mrozek and seconded by Trustee Nelson

- ❖ THAT THE MINUTES OF THE EXECUTIVE SESSION OF JUNE 13, 2016 BE APPROVED

AYES..... Boyer, Fitzgerald, Janik, Mrozek and Nelson  
NAYS..... None  
ABSTAIN..... None  
ABSENT..... Kucharski and Seweryn

***FINANCIAL REPORTS AND APPROVAL OF BILLS***

Due to the corrections from the Auditor's adjustment the Board of Trustees gave consent for approval of all statements.

It was moved by Trustee Boyer and seconded by Trustee Mrozek

- ❖ THAT THE INCOME STATEMENT AND BALANCE SHEET OF JANUARY-JUNE 2016 BE APPROVED

AYES..... Boyer, Fitzgerald, Janik, Mrozek and Nelson  
NAYS..... None  
ABSENT..... Kucharski and Seweryn

It was moved by Trustee Boyer and seconded by Trustee Mrozek

- ❖ THAT THE APRIL-JULY 2016 CLAIMS LIST IN THE AMOUNT OF \$452,481.24 BE APPROVED

AYES..... Boyer, Fitzgerald, Janik, Mrozek and Nelson  
NAYS..... None  
ABSENT..... Kucharski and Seweryn

It was moved by Trustee Boyer and seconded by Trustee Nelson

- ❖ THAT THE INCOME STATEMENT AND BALANCE SHEET OF JULY 31, 2016 BE APPROVED

AYES..... Boyer, Fitzgerald, Janik, Mrozek and Nelson  
NAYS..... None  
ABSENT..... Kucharski and Seweryn

It was moved by Trustee Boyer and seconded by Mrozek

- ❖ THAT THE AUGUST 2016 CLAIMS LIST IN THE AMOUNT OF 83,578.37 BE APPROVED

AYES..... Boyer, Fitzgerald, Janik, Mrozek and Nelson  
NAYS..... None  
ABSENT..... Kucharski and Seweryn

***COMMUNICATIONS***

A thank you card was read and passed around from Angeline Powers.

***LIBRARIAN'S REPORT***

The storage area by the Business Office has been cleaned and new shelving was put in place to allow each department adequate storage and the ability to organize.

321 Checkout was launched. Books and Audiobooks were changed to 3 weeks. Game consoles were changed to 2 weeks. Hot Copies and select Movies are 1 week. The following libraries are participating in this standardization initiative: Alsip-Merrionette, Chicago Ridge, Crete, Flossmoor, Glenwood-Lynwood, Green Hills, Homewood, Lansing, Midlothian, Oak Lawn, and Palos Heights.

Irene would like the Board of Trustees to approve an afterhours Teen Lock-In for Friday, September 9, 2016 from 5pm to 11pm.

It was moved by Trustee Boyer and seconded by Trustee Mrozek

❖ THAT THE TEEN LOCK-IN ON SEPTEMBER 9, 2016 BE APPROVED

AYES.....	Boyer, Fitzgerald, Janik, Mrozek and Nelson
NAYS.....	None
ABSTAIN.....	None
ABSENT.....	Kucharski and Seweryn

The auditor will attend the September 12, 2016 Board Meeting to go over the draft audit.

The annual Fire Inspection will take place on Friday, August 12, 2016.

The library passed its quarterly bed bug inspection on July 12, 2016.

**Circulation Department News**

In July Circulation Clerk, Marcey, began putting labels on all AV materials so both staff and patrons know how many discs are in each set.

Circulation Clerk, Debbie Valenti, now shelves books and works the circulation desk.

**Youth Services Department News**

The Youth Services Department offered 47 programs in July with 1,841 library patrons attending the programs. Summer Reading is going great! Each day during the week we offered a different program. On Mondays, we offered Photography Club. On Tuesdays, we offered Drop-in crafts and a Teen Program. On Wednesdays, we offered Bingo and Reading Buddies. On Thursdays, we offered Born to Read Storytime and Special Thursday Programs. On Fridays, we offered Storytime with the Director and Minute to Win it Games. We also had two special events at Chick-fil-A this month. On a Thursday evening, families took their stuffed animal friends to a special storytime that included themed games and activities. On Friday morning, families returned to the restaurant to pick-up their friends and see all the fun things their friends did that night. The Chicago Ridge Park District Summer Camp had brought in approximately 669 visitors to our library this month. We have 120 teens signed-up to volunteer and they have volunteered 414 times this month. Our Ice Cream Social was a great success! The Volunteens enjoyed helping out at this event. At the Ice Cream Social we also had the Chick-fil-A cow present to hand out free kid's meal gift cards to all attendees and to remind them about the next night's

sleep over. Also present at the Ice Cream Social was The Children's Reading Foundation who passed out free books to all attendees. It was a perfect night at our library.

**Adult Services Department News**

Lori Lysik started as Adult Services Programming Coordinator in July. She is busy planning crafts and other programs for the rest of 2016.

As of July 31, 53 people have signed up for the Adult Summer Reading Program and have read a total of 405 books. Because of the bingo square promoting the library's online language learning program, Mango Languages, the library has seen a very large increase in its use!

All circulating laptops have been updated to Windows 10. Three more laptops have been added to the circulating collection for a total of 14 computers. The department has begun placing genre stickers on mystery books in the collection.

**MEETINGS/WORKSHOPS ATTENDED**

<b>Meeting/Workshop</b>	<b>Date(s)</b>	<b>Who Attended</b>	<b>Department</b>
SWAN User Group Info Meeting	7/25/16	Melinda Provost	Circulation
Readers Advisory Group	7/5/16	Eva Baggili	Adult Services
Soon to be Famous Illinois Author	7/25/16	Eva Baggili	Adult Services

**COMMUNITY EVENTS ATTENDED**

<b>Event</b>	<b>Date(s)</b>	<b>Who Attended</b>	<b>Department</b>
Sertoma Craft @ Library	7/6/16 7/25/16	Eva Baggili Lori Lysik	Adult Services
CR Senior Club	7/6/16 7/18/16	Eva Baggili Dana Wishnick	Adult Services
CR Friendship Club	7/11/16 7/25/16	Dana Wishnick Eva Baggili	Adult Services
Ridge Fest	7/28/16	Irene Ciciora Sam Zimmerman	Youth Services
Ridge Fest	7/28/16	Betty Britt Khadija Butt Kaitlyn Gruszkowski Sasha Robinson	Circulation
Ridge Fest	7/28/16	Dawn Nelson	Board of Trustees
Ridge Fest	7/28/16	Mary Powers	Friend of the CRPL

**COMMITTEE REPORTS**

A Budget committee is being coordinated for Monday, August 29 at 7 pm.

***UNFINISHED BUSINESS***

No Unfinished Business at this time.

***NEW BUSINESS***

Executive Session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

It was moved by Trustee Janik and seconded by Trustee Nelson

- ❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MINUTES OF THE PAST 6 MONTHS BE KEPT CONFIDENTAL

AYES..... Boyer, Fitzgerald, Janik, Mrozek and Nelson  
NAYS..... None  
ABSTAIN..... None  
ABSENT..... Kucharski and Seweryn

Discussion and approval of the financial plan regarding investment in local financial institution.

It was moved by Trustee Boyer and seconded by Trustee Mrozek.

- ❖ THAT THE ILLINOIS FUND ACCOUNT BE MOVED TO A NEW FINANCIAL INSTITUTION BE APPROVED

AYES..... Boyer, Fitzgerald, Mrozek and Nelson  
NAYS..... None  
ABSTAIN..... Janik  
ABSENT..... Kucharski and Seweryn

***TRUSTEE COMMENTS***

Trustee Janik asked if staff members will attend meetings in the future. Director Gilman decided that staff members will start attending in October.

***ADJOURNMENT***

They're being no objections; the meeting was adjourned at 8:48 p.m.

Respectfully submitted,

X

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Brittany Luna  
Business Assistant

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Mary Jo Janik  
Secretary