

*Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
December 12, 2016*

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

Vice-President Seweryn called the meeting to order at 7:52 p.m. Responding to roll call were Trustees Boyer, Janik, and Nelson. Also present was Librarian Gilman and Business Assistant Brittany Luna.

***AUDIENCE TO VISITORS***

No audience to visitors.

***APPROVAL OF MINUTES***

A quorum was not met for the additions or corrections to the Minutes of the Regular Meeting of November 14, 2016.

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

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

- ❖ THAT THE INCOME STATEMENT AND BALANCE SHEET OF NOVEMBER 30, 2016 BE APPROVED

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

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

- ❖ THAT THE DECEMBER CLAIMS LIST IN THE AMOUNT OF \$107,320.28 BE APPROVED

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

***COMMUNICATIONS***

Trustee Seweryn announced his resignation from the Library Board.

## ***LIBRARIAN'S REPORT***

All bulbs in the building have been replaced if any lights look to be out that is due to the ballasts being old.

We have received quotes for the ballast replacements from 3 companies.

Staff In-Service day took place Friday, December 2<sup>nd</sup>.

Circulation Clerk Khadija Butt turned in her letter of resignation.

The Youth Services department offered 34 programs in November with 546 library patrons attending.

The Youth Services department received a huge makeover this month as new tables and chairs have arrived. The Youth Audio/Visual corner is in the process of being transformed into the new Teen section.

Popular Adult Services programs this month included presentations on Essential Oils and Celebrity TV Commercials, Pub Trivia @ The Chieftain, craft classes and bingo.

Eva Baggili is now the selector for all genres in Adult Fiction. She continues to be responsible for the ordering of movies, music, audiobooks, and video games.

Adult Services is averaging around 20 hours a week in one-on-one "Book a Librarian" sessions. Patrons use this session for computer, tablet, and smartphone help; help with downloadable library resources; resumes, job searching, and applications; ESL classes and e-government help.

## ***COMMITTEE REPORTS***

No Committee Reports at this time.

## ***UNFINISHED BUSINESS***

No Unfinished Business at this time.

## ***NEW BUSINESS***

Discussion and approval of the Vacation Policy.

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

❖ THAT THE NEW VACATION POLICY BE APPROVED

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

***TRUSTEE COMMENTS***

All who attended the meeting expressed their thanks to Trustee Seweryn for his time on the board.

***ADJOURNMENT***

They're being no objections; the meeting was adjourned at 8:41 p.m.

Respectfully submitted,

**X**

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Brittany Luna  
Business Assistant

**X**

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Mary Jo Janik  
Secretary