

*Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
March 13, 2017*

**CALL TO ORDER AND ROLL CALL**

President Fitzgerald called the meeting to order at 7:33 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 February 13, 2017.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 13, 2017 BE APPROVED

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

**FINANCIAL REPORTS AND APPROVAL OF BILLS**

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

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

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

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

- ❖ THAT THE INCOME AND BALANCE SHEET FOR FEBRUARY 28, 2017 BE APPROVED

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

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

- ❖ THAT THE MARCH CLAIMS LIST IN THE AMOUNT OF \$99,338.14 BE APPROVED

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

### ***COMMUNICATIONS***

Information on Trustee Workshops was given.

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

A new PackTite heater was purchased.

A new updated AED was purchased. The staff will have an In-Service Day for their training.

Two staff members were hired; one employee with work at Circulation and one employee will float throughout our three departments.

Youth Services began creating a S.T.E.A.M section.

New bookends were purchased for the Youth Services Easy Section to brighten the shelves.

Battle of the Books will be held on May 9, 2017.

Adult Services' new bookcases have arrived.

The Reporter covered and wrote an article on our Cookbook Club.

### ***COMMITTEE REPORTS***

The Policy Committee mentioned their recommendations for the Disaster Manual and Employee Handbook.

It was moved by Trustee Boyer and seconded by Trustee Mrozek

❖ THAT THE REVISED DISASTER MANUAL BE APPROVED

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

It was moved by Trustee Boyer and seconded by Trustee Mrozek

❖ THAT THE REVISED EMPLOYEE HANDBOOK BE APPROVED

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

***UNFINISHED BUSINESS***

No Unfinished Business at this time.

***NEW BUSINESS***

No New Business at this time.

***TRUSTEE COMMENTS***

No Trustee Comments at this time.

***ADJOURNMENT***

They're being no objections; the meeting was adjourned at 9:09 p.m.

Respectfully submitted,

X

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Brittany Luna  
Business Assistant

X

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Mary Jo Janik  
Secretary