

*Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
July 10, 2017*

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

President Fitzgerald called the meeting to order at 8:10 p.m. Responding to roll call were Trustees Janik, Meyer and Reichard. Also present was Librarian Ciciora, Librarian Wishnick and Business Assistant Brittany Luna

***AUDIENCE TO VISITORS***

Edward Haywood.

Edward Haywood expressed his interest in becoming a Trustee. President Fitzgerald gave a synopsis of the role of Library Board Trustee.

***APPROVAL OF MINUTES***

President Fitzgerald called for additions or corrections to the Minutes of the Executive Session Meeting of June 5, 2017.

It was moved by Trustee Janik and seconded by Trustee Reichard.

- ❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF JUNE 5, 2017 BE APPROVED

AYES.....	Fitzgerald, Janik, Meyer and Reichard
NAYS.....	None
ABSENT.....	Nelson
ABSTAIN.....	None

President Fitzgerald called for additions or corrections to the Minutes of the Executive Session of June 10, 2017.

The approval of the Minutes of the Executive Session of June 10, 2017 will be moved to the August Meeting upon the correction being made.

President Fitzgerald called for additions or corrections to the Minutes of the Executive Session of June 12, 2017.

It was moved by Trustee Janik and seconded by Trustee Meyer.

- ❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF JUNE 12, 2017 BE APPROVED

AYES..... Fitzgerald, Janik, Meyer and Reichard  
NAYS..... None  
ABSENT..... Nelson  
ABSTAIN..... None

President Fitzgerald called for additions or correction to the Minutes of the Regular Meeting of June 12, 2017.

It was moved by Trustee Janik and seconded by Trustee Reichard.

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 12, 2017 BE APPROVED

AYES..... Fitzgerald, Janik, Meyer and Reichard  
NAYS..... None  
ABSENT..... Nelson  
ABSTAIN..... None

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

It was moved by Trustee Reichard and seconded by Trustee Meyer.

- ❖ THAT THE INCOME STATEMENT AND BALANCE SHEET OF MAY 31, 2017 BE APPROVED

AYES..... Fitzgerald, Janik, Meyer and Reichard  
NAYS..... None  
ABSENT..... Nelson  
ABSTAIN..... None

It was moved by Trustee Reichard and seconded by Trustee Meyer.

- ❖ THAT THE INCOME STATEMENT AND BALANCE SHEET OF JUNE 30, 2017 BE APPROVED

AYES..... Fitzgerald, Janik, Meyer and Reichard  
NAYS..... None  
ABSENT..... Nelson  
ABSTAIN..... None

It was moved by Trustee Reichard and seconded by Trustee Meyer.

- ❖ THAT THE JULY CLAIMS LIST IN THE AMOUNT OF \$79,293.63 BE APPROVED

AYES..... Fitzgerald, Janik, Meyer, Nelson and Reichard  
NAYS..... None

ABSENT..... None  
ABSTAIN..... None

### ***COMMUNICATIONS***

An article published in the Reporter about Librarian Wishnick was presented.

Librarian Ciciora and Librarian Wishnick will be attending a new Youth Group meeting on July 19, 2017.

Librarian Wishnick presented the Board the LTA Degree from Lori Lysik and passed around the College of DuPage article written about Lori Lysik.

Librarian Wishnick was accepted to attend a Continuing Education course at the University of Illinois.

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

The Auditors began their fieldwork on Friday, June 30, 2017

The Library's quarterly bed bug inspection was conducted on Thursday, July 6, 2017 and the Library passed.

Dana Wishnick became Library Director on Monday, June 26, 2017.

Summer Reading, "Reading by Design!" began June 5<sup>th</sup>.

The Summer Reading Kick-Off lunch took place on June 8<sup>th</sup>. Library staff and Friends of the Library attended and the set-up for the book sale took place following the luncheon.

The Book sale brought in a total amount of \$239.95.

The ALA conference took place on June 23, 24, 25, 26, and 27.

The Chromebooks for the Trustees have arrived.

The Library placed an ad in the Ridge Fest edition of The Reporter; advertising the Ice Cream Social.

Circulation Clerk Elizabeth Britt will retire in September.

Circulation Clerk position interviews will begin the week of July 10<sup>th</sup>.

Patrons and staff are enjoying the new automatic renewal system.  
Youth Services offered 38 programs with 1,420 library patrons attending.

Different camps that focus on technology, art, engineering, gaming and sewing are being offered.

113 Volunteens have registered with 55 volunteens attending the Library's mural night.

Adult Services received donations from Jenny's Steakhouse, Jack & Pat's, La Playita, and Billy Boy's.

Adults will complete bingo cards to receive sunglasses and a library t-shirt as well as an entry to the drawing for a Kindle or gift card.

The department would like to start enforcing a cancellation policy for adult craft programs. ¼ of the registered patrons do not attend. This would allow for the patrons on the waitlist to attend these crafting programs.

Librarian Ciciora, Youth Services Associate Johnson, Adult Services Associate Baggili, and Librarian Wishnick attended ALA.

All new staff computers have been installed.

The library terminated its T1 service with ICN and AT&T due to the service no longer being available.

***COMMITTEE REPORTS***

No Committee Reports at this time.

***UNFINISHED BUSINESS***

A PowerPoint was presented on the different lock quotes.

Business Assistant Luna will look into further lock options.

***NEW BUSINESS***

The library's Prevailing Wage Resolution was discussed.

It was moved by Trustee Meyer and seconded by Trustee Janik.

**❖ THAT THE LIBRARY'S JUNE 2017 PREVAILING WAGE BE APPROVED**

AYES.....	Fitzgerald, Janik, Meyer and Reichard
NAYS.....	None
ABSENT.....	Nelson

A circuit in one the HVAC units needs to be replaced. Further clarification from Amber Mechanical and a repair schedule will be presented at the next meeting.

An update to the Head of Adult Services job description will be made.

A motion to close the Regular meeting was made by Trustee Reichard and seconded by Trustee Meyer to go into Executive Session at 9:53 p.m.

A motion to open the Regular meeting was made by Trustee Janik and seconded by Trustee Meyer at 10:07 p.m.

It was moved by Trustee Janik and seconded by Trustee Meyer

❖ THAT EDWARD HAYWOOD BE NOMINATED FOR THE OFFICE OF TRUSTEE

AYES..... Fitzgerald, Janik, Meyer, and Reichard  
NAYS..... None  
ABSENT..... Nelson  
ABSTAIN..... None

Trustee Meyer performed the swearing in of newly appointed Trustee Edward Haywood.

***TRUSTEE COMMENTS***

No Trustee Comments at this time.

***ADJOURNMENT***

There being no objections; the meeting was adjourned at 10:15 p.m.

Respectfully submitted,

X

---

Brittany Luna  
Business Assistant

X

---

Cindy Meyer  
Secretary