

*Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
October 9, 2017*

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

President Fitzgerald called the meeting to order at 7:36 p.m. Responding to roll call were Trustees Janik, Nelson and Reichard. Also present was Director Wishnick 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 August 14, 2017.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF AUGUST 14, 2017 BE APPROVED

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

President Fitzgerald called for additions or corrections to the Minutes of the Executive Session Meeting of August 14, 2017.

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

- ❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF AUGUST 14, 2017 BE APPROVED

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

The board called for corrections to the September Minutes to be changed to notes due to a quorum not being fulfilled.

**FINANCIAL REPORTS AND APPROVAL OF BILLS**

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

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

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

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

- ❖ THAT THE SEPTEMBER CLAIMS LIST IN THE AMOUNT OF \$88,841.66 BE APPROVED

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

It was moved by Trustee Reichard and seconded by Trustee Janik

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

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

It was moved by Trustee Reichard and seconded by Trustee Janik

- ❖ THAT THE OCTOBER CLAIMS LIST IN THE AMOUNT OF \$96,408.74 BE APPROVED

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

**COMMUNICATIONS**

A letter from State Representative, Kelly Burke, was read and passed around.

Thank you letters from Librarian Ciciora and Business Assistant Luna were read and passed around.

ATLAS offered a workshop specifically for Customer Service with Mental Illness. Circulation Clerk Janis Schleyer and Adult Programming Coordinator Lori Lysik both attended and received a certificate.

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

On October 1, 2017 the Library reissued their Flipster account.

The alarm codes have been changed.

Circulation Clerk Christopher Silbernagel will be resigning on October 16, 2017.

Youth Services now has a new Lego table.

The filters on the Youth Services computer were not-functioning properly. RWK will be purchasing new filter software.

Karen Egan from the Illinois State Library has recommended that IMLS highlight the Youth Services 2016 PNG Veteran program on the Illinois Profile/IMLS website.

Librarian Ciciora was asked to be “celebrity” bingo caller at the District 127.5 PTA event.

Walgreen’s sponsored a free flu clinic where a total of 26 participants received their flu shots.

Adult Services is continuing to see high attendance in their Block of the Month club and Chair Yoga.

The Library has its first High School graduate from the Career Online High School program. Two more students are working towards completing the program.

### ***COMMITTEE REPORTS***

The Budget Committee will be coordinating a date to meet to discuss the 2018 budget.

### ***UNFINISHED BUSINESS***

It was moved by Trustee Janik and seconded by Trustee Reichard

- ❖ THAT THE BOARD APPROVES THE QUOTE TO REPLACE ROOFTOP UNIT 1 WITH AMBER MECHANICAL IN THE AMOUNT OF \$13,378.00.

AYES..... Fitzgerald, Janik, Nelson and Reichard

NAYS..... None  
ABSENT..... Haywood and Meyer  
ABTAIN..... None

***NEW BUSINESS***

The Board agreed upon the On-Site Appraisal that Librarian Wishnick presented.

TBS provided the Library with a Copy/Print Management solution quote.

EnvisionWare provided the Library with a quote to install a Self-Checkout station. The Library will be adding two stations.

It was moved by Trustee Janik and seconded by Trustee Nelson

- ❖ THAT THE LIBRARY APPROVES TO INSTALL TWO SELF-CHECKOUT STATIONS WITH AN APPROXIMATED COST OF \$13,500 WITH ENVISIONWARE

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

The Board agreed to have a Youth Services Lock-In on October 20, 2017.

It was moved by Trustee Reichard and seconded by Trustee Janik

- ❖ TO APPROVE THE 2016 AUDIT PREPARED BY O'NEILL & GASPARDO, LLC BE ACCEPTED.

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

Chicago Ridge Youth Coalition "Jon's Way" Halloween Dance will take place at the Library on Friday, October 27, 2017.

A motion to close the Regular meeting was made by Trustee Janik and seconded by Trustee Nelson to go into Executive Session at 9:16 p.m.

A motion to open the Regular meeting was made by Trustee Janik and seconded by Trustee Reichard at 9:33 p.m.

***TRUSTEE COMMENTS***

No Trustee Comments at this time.

***ADJOURNMENT***

There being no objections; the meeting was adjourned at 9:37 p.m.

Respectfully submitted,

**X**

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Brittany Luna  
Business Assistant

**X**

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Cindy Meyer  
Secretary