

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
December 11, 2017*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:42 p.m. Responding to roll call were Trustees Haywood, Janik, and Reichard. Also present was Director Wishnick and Business Assistant Brittany Luna.

AUDIENCE TO VISITORS

Maria Nestor introduced herself and expressed her interest in becoming a Trustee.

President Fitzgerald made an amendment to the agenda to enter into Executive Session before the approval of the Minutes.

A motion to close the Regular meeting was made by Trustee Janik and seconded by Trustee Reichard to go into Executive Session at 7:45 p.m.

A motion to open the Regular meeting was made by Trustee Janik and seconded by Trustee Haywood at 7:50 p.m.

It was moved by Trustee Janik and seconded Reichard

❖ **THAT MARIA NESTOR BE NOMINATED TO FULFILL ONE OF TWO OPEN TRUSTEE POSITIONS**

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

Trustee Reichard performed the swearing in of newly appointed Trustee Nestor.

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

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

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

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Executive Session of October 9, 2017.

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

- ❖ THAT THE MINUTES OF THE EXECUTIVE SESSION OF OCTOBER 9, 2017 BE APPROVED

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

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of November 13, 2017.

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

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

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

Approval of the November Income and Balance sheet will be approved at the January 8, 2018 meeting upon clarification for the Library’s Bookkeeper.

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

- ❖ THAT THE DECEMBER CLAIMS LIST IN THE AMOUNT OF \$89,773.18 BE APPROVED

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

COMMUNICATIONS

ILA Library Trustee Forum Workshop will take place on Saturday, February 17th. Trustees interested in going will contact Director Wish nick for registration.

A thank you letter from the local Boy Scout troop was read and passed around.

An article from the Reporter mentioned the Youth Services Homeschool group.

LIBRARIAN'S REPORT

Trustee Meyer contacted Director Wishnick and the Board to announce her resignation from the Board.

Director Wishnick and the Department Heads are updating job descriptions and evaluation forms.

Amber Mechanical installed a new HVAC unit on November 29, 2017.

Business Assistant Luna is in contact with All-Tech Electric to schedule repairs on the Library's outside lighting.

One of the parking lot cameras needed a part replacement. The camera has been fixed and is running properly.

The month of November and the start of December has the Library staff busy attending various community events such as the Tree Lighting, Bicentennial Flag raising, and Jon's Way and PTA meetings.

Librarian Ciciora traveled to the Illinois State Library to attend the retirement of Vandella Brown. Vandella Brown has been our grant mentor for our Project Next Generation grant.

The Library had an emergency closing on Saturday, December 9, 2017 regarding an HVAC malfunction. The problem has been resolved and the Library reopened Sunday, December 10, 2017 as scheduled.

State Senator Bill Cunningham and State Representatives Kelly Burke and Fran Hurley held an Income Tax Seminar at the Library in November. Sixteen people attended this workshop.

Librarian Ciciora is now on the ILA Youth Services Forum board.

The Youth Services Fall Reading program, "Tale as Old as Time!" concluded. There were 129 children and teens signed up.

Youth Services participated in International Gaming Day for the tenth year in a row.

Youth Services partnered with Panda Express during the month of December to provide a month-long reading program. Children and teens can pick up a Panda Express bookmark and for checking out five books they will receive a free kid's meal certificate.

Adult Services provided 21 programs in November with 234 attendees. Program Coordinator Lysik's craft programs fill up as soon as registration opens.

Adult Services will offer two technology classes in March and April – Computer Basics and Smart Phone Basics.

The Adult Winter Reading program will begin on January 8, 2018. Registered users who log five books will receive a mug, filled with treats, with the Library logo on it and will be entered into a gift card drawing.

Beginning in January 2018, Librarian Jackson will staff the Local History Room at the Village Hall for two hours a month.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

It was moved by Trustee Janik and seconded by Trustee Reichard

- ❖ THAT THE 2018 BOARD MEETING DATES WILL BE HELD EVERY SECOND MONDAY OF EACH MONTH STARTING AT 7:30 P.M. BE APPROVED

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

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

- ❖ THAT THE BOARD APPROVES THE 2018 LIBRARY HOLIDAY CLOSING DATES

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

Postings of the 2018 Board Meeting Dates and Holiday closings will be posted in the Library's foyer.

The board reviewed and discussed chapters 1-5 of the Trustee Facts File for the Per Capita Grant.

Director Wishnick has met with and received I.T. proposals from Current Technology, Heritage Technology Services, RWK IT Services, and VirTek. Contracts have been sent to the Library’s Lawyer.

It was moved by Trustee Reichard and seconded by Trustee Janik

- ❖ THAT PENDING CONTRACTURAL FEEDBACK FROM THE LIBRARY’S ATTORNEY TO APPROVE THE LIBRARY TO CONTINUE THEIR SERVICE WITH RWK IT SERVICES IN THE AMOUNT OF \$3,213.16 PER MONTH STARTING JANUARY 1, 2018.

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

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

- ❖ THAT TRUSTEE HAYWOOD BE NOMINATED FOR THE OFFICE OF SECRETARY

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

TRUSTEE COMMENTS

No Trustee Comments at this time.

ADJOURNMENT

There being no objections; the meeting was adjourned at 9:03 p.m.

Respectfully submitted,

X

Brittany Luna
Business Assistant

X

Edward Haywood
Secretary