

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
February 12, 2018*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:30 p.m. Responding to roll call were Trustees Haywood, Nelson, Nestor and Reichard. Also present was Director Wishnick and Business Assistant Brittany Luna.

Trustee Janik arrived to the meeting at 7:35 p.m.

AUDIENCE TO VISITORS

Karrie Grabinski

President Fitzgerald made an amendment to the agenda to speak with Karrie regarding the open Trustee seat and gave a brief overview of the Trustee role.

A motion to close Regular meeting was made by Trustee Nelson and seconded by Trustee Nestor to go into Executive Session at 7:50 p.m.

A motion to open Regular meeting was made by Trustee Janik and seconded by Trustee Nestor at 7:54 p.m.

President Fitzgerald made an amendment to the agenda to discuss Trustee Comments before Approval of the Minutes.

TRUSTEE COMMENTS

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

- ❖ TO APPOINT KARRIE GRABINSKI TO THE VACANT TRUSTEE SEAT ON THE CHICAGO RIDGE PUBLIC LIBRARY BOARD BE ACCEPTED

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

Secretary Haywood performed the Oath of Office for swearing in Trustee Grabinski.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of January 8, 2018.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 8, 2018 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

The Revised December 2017 Income and Balance Sheet and the January 31, 2018 Income and Balance Sheet have been tabled until the March Board meeting upon clarification from the Library’s Bookkeeper.

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

- ❖ THAT THE FEBRUARY 2018 CLAIMS LIST IN THE AMOUNT OF \$91,284.83 BE APPROVED

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

COMMUNICATIONS

Former Trustee Juanita Babcock passed away on January 27, 2018. The Library sent flowers on behalf of the Trustees and staff. The Library received a card from the family.

Former Library Director Kathleen McSwain made a donation to the Library on behalf of Juanita Babcock.

ILA is hosting a Legislative Breakfast on Friday, February 16, 2018. Trustee Nestor will attend.

Ross Dress for Less will be giving the Library a donation on Saturday, March 10, 2018 at the store’s grand opening.

There were many Library programs featured in the Reporter.

The Southtown Star issued an article regarding the “Fire and Fury” book where the Library and Director Wishnick was featured.

The Library received reviews on Facebook and Google.

LIBRARIAN'S REPORT

Librarian Ciciora hosted a District 127 ½ Pre-K Parent Workshop in the beginning of January to introduce parents to the Library and our offerings.

New Circulation Clerk Annette Brazill started on January 17, 2018.

The Adult Services department is working on implementing Homebound Service.

The EnvisionWare self-checkouts installation has been moved up to February 13, 2018.

Trustee Haywood left the meeting at 8:25 p.m.

The outside lights on the building have been replaced. The Library is still waiting on a part to fix the parking lot light.

Amber Mechanical provided a quote to replace the malfunctioning HVAC smoke detector for RTU 1 in the amount of \$1,053.

Meghann Replin from LFI Furniture will be meeting with Adult Services Manager Alicia Jackson and Director Wishnick to redesign the quiet reading and former teen areas with furniture more conducive for studying and comfort.

The new RWK monthly rate has gone into effect. RWK has been onsite once a week to perform maintenance and clean up small IT issues.

Director Wishnick gave a review of the 2017 Library Statistics. The Library saw an increase in Youth Services programming, Book-A-Librarian sessions, book discussions and In-House material usage.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

The Sexual Harassment Policy was reviewed with correct changes.

NEW BUSINESS

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

❖ TO APPROVE THE 2018 JOB DESCRIPTIONS

AYES..... Fitzgerald, Grabinski, Janik, Nelson, Nestor and Reichard
NAYS..... None

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

Director Wishnick will look into the role of Business Assistant to find a more appropriate job title.

The 2018 Pay Scale was discussed.

TRUSTEE COMMENTS

No Trustee Comments at this time.

ADJOURNMENT

There being no objections; the meeting was adjourned at 9:39 p.m.

Respectfully submitted,

X

Brittany Luna
Business Assistant

X

Edward Haywood
Secretary