

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

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 2018 BE APPROVED

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

**FINANCIAL REPORTS AND APPROVAL OF BILLS**

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

- ❖ THAT THE REVISED DECEMBER 2017 INCOME AND BALANCE SHEET BE APPROVED

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

It was moved by Trustee Reichard and seconded by Trustee Haywood

- ❖ THAT THE REVISED JANUARY 2018 INCOME AND BALANCE SHEET BE APPROVED

AYES..... Fitzgerald, Grabinski, Haywood, Nelson and Reichard

NAYS..... None  
ABSENT..... Janik and Nestor  
ABSTAIN ..... None

It was moved by Trustee Reichard and seconded by Trustee Nelson

❖ THAT THE FEBRUARY 2018 INCOME AND BALANCE SHEET BE APPROVED

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

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

❖ THAT THE MARCH 2018 CLAIMS LIST IN THE AMOUNT OF \$106,482.09 BE APPROVED

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

***COMMUNICATIONS***

The Reported published pictures and articles from the Bullying Seminar and the Wolves player visit.

A thank you card was read and passed around from a teacher.

A handout was presented from Trustee Haywood and Trustee Nestor from their Advocacy Bootcamp Workshop.

ATLAS will be hosting a Trustee workshop on remodeling.

RAILS now has an ongoing online training and information for Trustees.

Librarian Ciciora supplied copies of her grant package that was presented at the Legislative Breakfast in February.

***LIBRARIAN'S REPORT***

Circulation Clerk Graciela Olmedo's last day will be March 13, 2018.

Graphic Designer Daniel Mitchell's last day will be March 30, 2018.

A Multimedia Associate job posting has been posted online and in-house.

Administrative Manager Luna will look into further options to fix the parking lot lights.

Quarterly reviews have begun across the Library and been going well.

The smoke detector on RTU 1 has been replaced.

The Library came in under budget in the amount \$39,820 for Fiscal Year 2017.

The Library has added a new online resource called Learning Express. This resource will allow students to practice for various tests.

EnvisionWare Self-checkout kiosks were installed on February 13, 2018.

The Chicago Ridge youth group, Jon's Way, will be meeting at the Library once a month.

Circulation counted the outgoing Interlibrary Loan materials gathering a total of 546 items.

Jake Bischoff from the Chicago Wolves visited the library where he told the audience about his hockey career, signed autographs, and allowed a participant to try on his hockey gear.

Project Next Generation Photography club has ended and the Videography club has started with six Veterans from last year's interviews coming back for a party.

The 16<sup>th</sup> annual Battle of the Books will take place on Wednesday, May 9, 2018 at 10:00 a.m.

Beginning in April; Youth Services will offer a Story time & Play program on Saturday afternoons.

Adult Services offered nine programs with a total of 2016 attendees.

Programming Coordinator Lysik's author visit was very successful. Jodee Blanco, author of Please Stop Laughing at Me, spoke about bullying in schools. Lysik worked with a group from Richards High School to promote this event.

Adult Services held their first class in their new technology series, Computers 101. Librarian Jackson attended a LACONI seminar to help structure the classes.

The Friends of the Library provided a generous donation to purchase waterproof bags with the Library logo which will be used for the Homebound deliveries.

**COMMITTEE REPORTS**

No Committee Reports at this time.

**UNFINISHED BUSINESS**

Director Wishnick explained the new job title of Business Assistant to Administrative Manager. Job descriptions and examples were provided.

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

- ❖ TO APPROVE THE TITLE AND JOB DESCRIPTION OF ADMINISTRATIVE MANAGER TITLE AND THE 2018 PAY SCALE EFFECTIVE MARCH 19, 2018

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

**NEW BUSINESS**

TBS provided a quote to replace Cassie by implementing MyPC and to install a Copy/Print management system.

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

- ❖ TO APPROVE THE COPY/PRINT MANAGEMENT PROPOSAL FROM TBS TO INSTALL MYPC & PAPER CUT WITH TBS KIOSKS IN THE AMOUNT OF \$14,083.00

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

James Leppert, President of IPRM, prepared a proposal to provide consulting services for the Library’s building settlement issue.

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

- ❖ TO APPROVE THE IPRM PROFESSIONAL SERVICES PROPOSAL IN THE AMOUNT OF \$1,200.00

AYES..... Fitzgerald, Grabinski, Haywood, Nelson and Reichard  
NAYS..... None

ABSENT..... Janik and Nestor  
ABSTAIN ..... None

***TRUSTEE COMMENTS***

No Trustee Comments at this time.

***ADJOURNMENT***

There being no objections; the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

**X**

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Brittany Luna  
Administrative Manager

**X**

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Edward Haywood  
Secretary