

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
May 14, 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, Nestor and Reichard. Also present were Librarian Ciciora and Administrative Manager Brittany Luna.

Trustees Janik and Nelson arrived at 7:31 p.m.

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 April 9, 2018.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF APRIL 9, 2018 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

- ❖ THAT THE APRIL 2018 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

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

- ❖ THAT THE MAY 2018 CLAIMS LIST IN THE AMOUNT OF \$130,836.39 BE APPROVED ON CONDITION OF THE BOOKKEEPERS REVISION

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

COMMUNICATIONS

The Library received friendly reviews on multiple Social Media platforms. One reviewed highlighted Programming Coordinator Lysik’s craft classes.

A thank you card was read and passed around from a local teacher as the Library donates old newspapers to her classroom.

The FY2018 Per Capita Grant award letter arrived. The Library should be receiving \$17,881.25. This will be the first time in many years that the state has fully funded the Per Capita Grant.

Adult Services Manager Jackson received \$1,000 Back to Books grant for the purchase of print materials.

LIBRARIAN’S REPORT

Director Wishnick will be attending the Directors University, a week-long program for first year public library directors, in Springfield, IL from June 4-8, 2018.

Access Manager Provost and Director Wishnick are reviewing applications for the Circulation Lead position. Candidates will be interviewed in May.

Mike Hass, Senior Structural Project Manager from Greenberg Farrow, and Jim Leppert, IPRM, performed a site visit on April 5th to investigate the floor in Youth Services and the north exterior wall crack. The library is waiting on the report.

The library has purchased six new laptops which will be used to offer formal computer classes.

MyPC/Papercut copy and print self service management will be installed on May 24, 2018. TBS and RWK will be onsite for the installation.

This tax season the library continued to offer forms and instructions from the IRS and IL Department of Revenue.

Youth Services Associate Zimmerman and Adult Services Programming Coordinator Lysik represented the Library at Richards High School for Parent Night to advertise our summer programs and events.

The Greater Food Depository contacted the library to ask us to serve as a Free Summer Meals site this summer. We have completed the application process and are awaiting a visit from the Depository Compliance Manager to see if the library qualifies. The library would like to purchase a new refrigerator for the Staff Lunch room and move the existing refrigerator into the meeting room to store lunches.

Youth Services hosted the Battle of the Books where 104 children participated. There was also a slideshow tribute to Our Lady of the Ridge.

63 programs were offered in the Youth Services Department with 602 library patrons attending.

Librarian Ciciora attended the Project Next Generation Project Directors meeting at the Decatur Public library.

Youth Services would like to host a Volunteer Paint the Wall event on Friday, June 8, 2018 from 5-10 p.m. This wall will be painted with this year's Summer Reading theme, "Reading Takes You Everywhere."

Adult Services held 17 programs with 195 attendees in the month of April. Programming Coordinator Lysik collected evaluations for our Money Smart Week program, "The Basics of Investing" and every attendee rated the program as "excellent."

Adult Services Associate Baggili presented at the Soon To Be Famous award ceremony, announcing a new initiative the group will be undertaking – a manuscript contest. The winner will be announced in 2019.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

It was moved by Trustee Nelson and seconded by Trustee Reichard

❖ THAT THE 2018-2019 ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS IN THE AMOUNT OF \$207.37 BE APPROVED

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

The Library's liability insurance is due for renewal in June. Director Wishnick requested Kamm Insurance to pursue three quotes. Administrative Manager Luna discussed all of the quotes from CNA, Chubb, and Hanover.

It was moved by Trustee Nelson and seconded by Trustee Nestor

❖ THAT THE LIBRARY'S LIABILITY INSURANCE WILL RENEW WITH HANOVER

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

TRUSTEE COMMENTS

No Trustee Comments at this time.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:35 p.m.

Respectfully submitted,

X

Brittany Luna
Administrative Manager

X

Edward Haywood
Secretary