

*Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
August 13, 2018*

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

President Fitzgerald called the meeting to order at 7:33 p.m. Responding to roll call were Trustees Grabinski, Haywood, Nelson, Nestor and Reichard. Also present were Director Dana Wishnick and Administrative Manager Brittany Luna.

***AUDIENCE TO VISITORS***

No audience to visitors were present.

***APPROVAL OF MINUTES***

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of May 14, 2018.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 11, 2018 BE APPROVED

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

It was moved by Trustee Reichard and seconded by Trustee Grabinski

- ❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF JUNE 11, 2018 BE APPROVED

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

***FINANCIAL REPORTS AND APPROVAL OF BILLS***

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

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

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

It was moved by Trustee Reichard and seconded by Trustee Grabinski

❖ THAT THE JUNE 2018 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

Trustee Janik arrived at 7:40 p.m.

It was moved by Trustee Reichard and seconded by Trustee Grabinski

❖ THAT THE JULY 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 JULY 2018 CLAIMS LIST IN THE AMOUNT OF \$103,715.58 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 AUGUST 2018 CLAIMS LIST IN THE AMOUNT OF \$113,134.32 BE APPROVED

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

***COMMUNICATIONS***

Articles from the Reporter which highlighted the Ice Cream Social, Volunteens, and Library Card Sign-Up month were read.

Reviews from Google were read.

***LIBRARIAN'S REPORT***

Circulation Clerk Jennifer Mussington resigned on July 19, 2018.

Sara Palomo has been hired as a Circulation Clerk on July 16, 2018.

Owen Simo has been hired as a Circulation Page on July 25, 2018.

Adult Services Manager Alicia Jackson and Youth Services Manager Irene Ciciora attended the American Library Association Conference this past June in New Orleans.

Terracon will be onsite on August 23, 2018 to drill corings in the Youth Services Department. The Library will be closed from 9am-5pm to the public. All staff will report from 1-5 for an in-service day.

The Village forwarded a complaint received by a neighbor about the brightness of the new LED lights in the parking lot. Administrative Manager Brittany Luna has contacted the neighbor to let him know we are looking into our options. Luna contacted the electric company; they suggested adding a timer to the lights which would cost \$462.70. The board agreed to this, however, they would like to add a timer on each light. Luna will verify this can be done with the electric company.

The Library has received its FY2018 Per Capita grant in the amount of \$17,881.25 in July.

The auditor was on site in July conducting his fieldwork. He will present his report at the September meeting.

Library staff and Trustees volunteered to work the RidgeFest ticket booth on Thursday, July 26.

The Library has entered into the last week on Summer Meals. Administrative Manager Luna called our Account Rep at Waste Management who donated an additional service pickup.

The Chicago Ridge Village Hall has agreed to partner with the Library to present our Career Online High School graduates with their diplomas. This will happen at their September Board meeting.

Adult Programming Coordinator Lysik and Administrative Manager Luna went to court in June to testify regarding a patron who pulled a knife on another patron in the library in April. The library asked for and received a restraining order barring this patron from the library.

The library received a hateful comment on Facebook in response to a library post highlighting our LGBTQ collection for LGBT Pride Month in June. The library kept the comment but created another post, which the Board President reviewed, reiterating that the library is a welcoming place for all.

The management team has created a short survey to include in our Fall newsletter. This is one step in our strategic plan.

September highlights Library card sign-up month. The library will have a drawing for a Kindle Fire and Amazon gift cards for all new library card sign-ups and renewals. Patrons who already have a card can enter by filling out a survey for the library.

Adult and Youth services saw strong numbers with their programming attendees.

Youth Services received their fifth Project Next Generation grant. This grant will provide new technologies to library. The library is featured on the Institute of Museum and Library Services website as a model for other libraries in the state.

Adult Services now have five homebound patrons who receive materials every other week. They have recently set up one homebound patron with an audio device from the Illinois State Library so that she can listen to free audiobooks from the Library of Congress Talking Books program.

### ***COMMITTEE REPORTS***

No Committee Reports at this time.

### ***UNFINISHED BUSINESS***

Director Wishnick discussed the strategic planning process.

### ***NEW BUSINESS***

The library's Allworx Phone server warranty is expiring and can't be renewed. The server is considered out of date.

Heritage Technology Solutions, the company who maintains our phone system, has provided a proposal to upgrade to a new server with a four year warranty. The cost of the proposal is \$2,689.

The board discussed and agreed to accept the Heritage Technology Solutions server upgrade proposal.

One of the new Self-Checkout RFID pads stopped working, the company sent a replacement.

The new Copy/Print system is working well for both staff and patrons.

The Friends of the Chicago Ridge Library are in discussion to purchase a MacBook Pro for the Library.

***TRUSTEE COMMENTS***

The Finance Committee will be scheduling the FY2019 budget meeting.

***ADJOURNMENT***

There being no objections; the meeting was adjourned 8:57 p.m.

Respectfully submitted,

**X**

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Brittany Luna  
Administrative Manager

**X**

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Edward Haywood  
Secretary