

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
September 10, 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, Janik, Nestor and Reichard. Also present were Director Dana Wishnick and Administrative Manager Brittany Luna.

AUDIENCE TO VISITORS

James Leppert, President, IPRM.

James provided an overview of the findings from the floor coring samples. The recommendation is to have the Youth Services floor surveyed every three months to determine if there is any movement.

Trustee Nelson arrived at 7:36 p.m.

James Leppert left the meeting at 7:50 p.m.

Brett Moeller, Auditor, O'Neill & Gaspardo arrived at 7:58 p.m.

Brett provided a summary of the audit draft and gave recommendations for new policies and communication with the Library Bookkeeper.

Brett Moeller left the meeting at 8:10 p.m.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of August 13, 2018.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF AUGUST 13, 2018 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

- ❖ THAT THE AUGUST 2018 INCOME STATEMENT AND BALANCE SHEET BE APPROVED WITH THE EXCEPTION OF THE PROPERTY TAX CORRECTION FROM THE LIBRARY BOOKKEEPER

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

It was moved by Trustee Reichard and seconded by Trustee Haywood

- ❖ THAT THE AUGUST 2018 CLAIMS LIST IN THE AMOUNT OF \$102,193.45 BE APPROVED

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

COMMUNICATIONS

Retired Circulation Clerk Elizabeth Britt sent a thank you card to the staff and Board on behalf of the Library’s donation to her son’s children foundation. Britt’s son passed away in July.

The Friends of the Library hosted their annual book sale September 7-9, 2018. Our Lady of the Ridge donated a majority of their books to the book sale.

The Village of Chicago Ridge September 18, 2018 meeting will award the library’s Career Online High School graduates with their diplomas. The library will host a graduation party for the graduates and their families after the meeting.

LIBRARIAN’S REPORT

Director Wishnick has contacted Reference Services, Inc. about providing background checks on new employees and adult volunteers. The recommendation came from other library directors. There is a one-time setup fee of \$125. The “Core Package” service search would cost \$37 for each employee.

Long-time patron Claudia Saveley is donating a handmade quilt to be raffled off to a library staff member on October 1, 2018 as a thank you for their hard work and dedication.

The library was briefly closed the morning of Saturday, August 18 when the utility pole on the east side of Oxford fell into the trees.

Administrative Manager Luna and Director Wishnick met with Christine Wollner from CIBC Bank to discuss the interest rates on the library's CDARs; which has been at .07%. The interest rate has been increased to 1.5%.

The library has received a majority of its expected real estate taxes for the year. Also, as a result of the Cook County Triennial reassessment, the library's final tax rate has fallen from .483 for the 2016 levy to .424 for the 2017 levy.

Adult Services Manager Alicia Jackson received a \$12,000 grant from Age Options in August to "enhance older adult programming with a focus on minimizing social isolation in the community, and increase the community's understanding of benefits and services."

The Circulation Department has completed their patron purge. They started the purge with 933 patrons with cards that expired prior to January 1, 2018 and now only have 94 patrons with expired cards since that date.

Youth Services has been busy with the start of the new school year. Director Wishnick and Youth Services Manager Irene Ciciora greeted students on their first day of school at Ridge Central and Finley Jr. High.

Youth Services has been working hard on creating library card applications that will be passed out to all students at Ridge Central, Ridge Lawn, Finley Jr. High, Kolb, and Simmons. Bridgeview Public Library has partnered with the library to offer more library cards to more students.

Trustee Grabinski arrived at 8:22 p.m.

On August 23, 2018 the library was closed from 9 a.m. to 5 p.m. for an In-Service day. The day consisted of department meetings and gathering information for the strategic planning.

The newest newsletter includes a survey for patrons to fill out on their thoughts of the library. So far, 200 participants have completed the survey.

Trustee Haywood left the meeting at 8:43 p.m.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

Director Wishnick and Administrative Manager Luna will gather information on survey companies to have the Youth Services floor measured and monitored.

NEW BUSINESS

The Board discussed the FY2018 Auditor report and will wait for the final draft.

The tuition reimbursement policy was reviewed and a possible revision will be made in 2019.

It was moved by Trustee Reichard and seconded by Trustee Nestor

❖ TO RESCHEDULE THE OCTOBER 8, 2018 REGULAR BOARD MEETING TO OCTOBER 15, 2018

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

TRUSTEE COMMENTS

No Trustee Comments at this time.

ADJOURNMENT

There being no objections; the meeting was adjourned 9:08 p.m.

Respectfully submitted,

X

Brittany Luna
Administrative Manager

X

Edward Haywood
Secretary