

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
October 15, 2018*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:37 p.m. Responding to roll call were Trustees Grabinski, Haywood, Janik and Reichard. Also present were Director Dana Wishnick and Administrative Manager 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 September 10, 2018.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 10, 2018 BE APPROVED

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

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

- ❖ THAT THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 27, 2018 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

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

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

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

❖ THAT THE OCTOBER 2018 CLAIMS LIST IN THE AMOUNT OF \$140,343.11 BE APPROVED

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

COMMUNICATIONS

The Village’s T.I.F. meeting will be held on Tuesday, October 30, 2018. Director Wishnick will attend.

The Reporter featured an article about the Project Next Generation grant.

The Library’s COHS graduates were highlighted in the Village Newsletter.

LIBRARIAN’S REPORT

The parking lot light timer has been installed. The light closest to the alley is set to turn on at 6pm and off at 10 pm. The light closest to Birmingham is still programmed from dusk-dawn but we have access to add this light to the timer as well.

The Amber Mechanical HVAC proposal has been sent it and we are awaiting an installation date.

Administrative Manager Luna has found a company to survey the Youth Services floor. They have begun the baseline survey and will be out again in January.

Director Wishnick met with the Mayor to discuss the 2019 budget.

Adult Services Manager Alicia Jackson, Administrative Manager Brittany Luna, and Director Wishnick met with RWK to review our IT services. Our account representative did a walkthrough to gather a new inventory list of our equipment. The library will transfer three older computer from Adult Services to the Youth Services department for research computers.

The library will also be adding a Mac to the Adult Services department. The Friends will be purchasing the Mac and the RWK installation fee. The Mac will primarily be used for creative programming.

Two cell phone/tablet charging stations have been placed in Adult and Youth Services. We have received a lot of appreciation from our teens.

The library received 669 responses to our patron surveys. Approximately 500 of the responses were from parents and students in the Chicago Ridge 127.5 school district. Staff is working on entering and analyzing the results.

Librarian Ciciora received all of the library card applications that were sent to the CRS 127.5 school district. We received around 285 children's card applications with the option of having a parent sign up. This opportunity has brought in close to 800 new library card holders.

Director Wishnick and Librarian Jackson attended an informational session on the Age Options grant. They both learned about the requirements of the grant.

COMMITTEE REPORTS

Administrative Manager Brittany Luna will coordinate with Trustees Nestor and Reichard on a budget committee date.

UNFINISHED BUSINESS

It was moved by Trustee Reichard and seconded by Trustee Nestor

- ❖ TO APPROVE THE 2017 AUDIT PREPARED BY O'NEILL & GASPARDO, LLC BE ACCEPTED

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

Director Wishnick provided the board with a SWOT Analysis/Ask Exercise for the strategic plan. The board provided various comments on the strengths, weaknesses, opportunities and threats that the library potentially has.

NEW BUSINESS

No New Business at this time.

TRUSTEE COMMENTS

Trustee Haywood announced his resignation from the board, effective at the end of the meeting.

President Fitzgerald discussed the next election and for the trustees to bring in their election forms for the November meeting.

ADJOURNMENT

There being no objections; the meeting was adjourned 9:02 p.m.

Respectfully submitted,

X

Brittany Luna
Administrative Manager

X

Richard Fitzgerald
President