

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
November 12, 2018*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:34 p.m. Responding to roll call were Trustees Grabinski, Nestor 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 October 15, 2018.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF OCTOBER 15, 2018 BE APPROVED

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

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

- ❖ THAT THE MINUTES OF THE BUDGET COMMITTEE MEETING OF NOVEMBER 6, 2018 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

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

AYES..... Fitzgerald, Grabinski, Nestor, and Reichard

NAYS..... None
ABSENT..... Janik and Nelson
ABSTAIN..... None

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

- ❖ THAT THE NOVEMBER 2018 CLAIMS LIST IN THE AMOUNT OF \$100,529.86 BE APPROVED

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

COMMUNICATIONS

The Chicago Ridge Citizen featured an article on the Veteran’s History Project where Librarian Ciciora and Youth Services Associate Samantha Zimmerman attended a, “Preserving Their Memories” celebration for the Veterans, who participated in the PNG Grant, in Springfield.

Director Wishnick shared a webinar that the Trustees are required to watch for the Per Capita Grant.

LIBRARIAN’S REPORT

Administrative Manager Brittany Luna has contacted Amber Mechanical for a status on the HVAC installation. They are waiting on one more part for the new units and we should have an anticipated date sometime this month.

On November 5, 2018 a driver went over the parking lot curb and hit the chain link fence in the parking lot. A police report and property damage report has been filed. Our maintenance employee was able to repair the minor fence damage.

The library has submitted the FY2018 ILL Traffic Survey required by the State Library.

The library submitted and received permission for records disposal from the Illinois State Archives Local Records Commission. The library will submit annually. Administrative Manager Brittany Luna and Director Wishnick will take the opportunity of locating records marked for destruction to reorganize our files.

In October the library had many successful events in both Youth and Adult services.

Food for Fines were held in the month of October; we collected 434 items and waived a total of \$190.49.

Youth Services hosted a Halloween Party for the community on Halloween. In result of schools having an early dismissal, the party was a great success with 500 people in attendance. Snacks, crafts, games and a haunted book trail were offered.

Two of the special programs offered in Adult Services were, Hauntings of the Midwest and Incredible Bats, each program bringing 40 attendees.

Librarian Jackson and Director Wishnick held two listening sessions for seniors as part of the Age Options grant. Librarian Jackson has also been to the senior clubs to collect their input as well. We have learned that the older adults enjoy the informative and entertaining programs but would like more opportunities for informal conversation.

Also, as part of the Age Options grant, Associate Baggili and Librarian Jackson reached out to the activities director at the Lexington Health Care Center and have been invited to visit there monthly.

COMMITTEE REPORTS

None at this time.

UNFINISHED BUSINESS

The tuition reimbursement policy was reviewed and discussed. A new copy of the policy will be distributed to all employees.

It was moved by Trustee Nestor and seconded by Trustee Grabinski

- ❖ TO ACCEPT THE TUITION REIMBURSEMENT POLICY, SUBJECT TO THE REVISIONS AND CORRECTIONS, BE APPROVED

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

NEW BUSINESS

The FY2019 Library Budget worksheet was reviewed and discussed.

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

- ❖ TO ACCEPT THE RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE CHICAGO RIDGE PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019 BE ACCEPTED

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

The board chose to table the Special Reserve Fund transfer until December when a full board is present.

It was moved by Trustee Nestor and seconded by Trustee Reichard

❖ THAT TRUSTEE GRABINSKI BE NOMINATED FOR THE OFFICE OF SECRETARY

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

Director Wishnick asked for the board's permission that the library host a staff holiday party.

It was moved by Trustee Reichard and seconded by Trustee Grabinski

❖ TO ACCEPT THE 2018 STAFF HOLIDAY PARTY BE APPROVED

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

Director Wishnick and the Board reviewed chapters 6-10 of *Trustee Facts File 3rd Ed.* and Chapter 8: Public Services: Reference and Reader's Advisory Services of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.* for the Per Capita Grant.

TRUSTEE COMMENTS

President Fitzgerald discussed the upcoming board election and term dates.

The Board will review the Trustee By-laws in January.

ADJOURNMENT

There being no objections; the meeting was adjourned 9:16 p.m.

Respectfully submitted,

X

Brittany Luna
Administrative Manager

X

Karrie Grabinski
Secretary