

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
December 10, 2018*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:35 p.m. Responding to roll call were Trustees Janik, Nelson, 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 November 12, 2018.

Administrative Manager Brittany Luna made a correction to the “New Business” section to add a missed motion and second for the FY2019 Budget approval.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 12, 2018 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

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

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

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

❖ THAT THE DECEMBER 2018 CLAIMS LIST IN THE AMOUNT OF \$149,286.66 BE APPROVED

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

COMMUNICATIONS

President Fitzgerald thanked Director Wishnick and Administrative Manager Brittany Luna for attending his Father’s funeral service.

Chicago Ridge Boy Scout Troop #665 sent a thank you letter to the library for purchasing a placement ad for their annual pancake breakfast fundraiser.

A thank you letter was sent from St. Vincent de Paul for the library’s “Food for Fines” donations.

Library patron, Carla Horvath, emailed Director Wishnick expressing her well wishes on the library’s innovations and improvements.

LIBRARIAN’S REPORT

The two new HVAC units were installed on Friday, November 16, 2018.

Director Wishnick gave a brief overview of the library’s year end FY2018 budget.

RWK installed three new PCs and the new iMac in Adult Services in November. They also repurposed the 3 PCs removed from Adult Services to Youth Services. All of the PCs in Youth Services can now provide internet, research, and Microsoft Office products.

The library purchased ten new laptops to circulate to the public. They will replace the current circulating laptops.

The Village of Chicago Ridge hosted their Tree Lighting event on November 25, 2018 where Director Wishnick, Librarian Ciciora, and Youth Services Associate Samantha Zimmerman attended and hosted a craft table.

Librarian Ciciora and Adult Services Programming Coordinator Lori Lysik were invited to Richards High School to host a table at Richard’s Teacher Fair for District 218. They promoted the library’s programs and databases.

Adult Services Programming Coordinator Lori Lysik now offers her craft classes twice; one at night and one during the day.

COMMITTEE REPORTS

None at this time.

UNFINISHED BUSINESS

The Board reviewed the topic of transferring funds to the Special Reserve.

It was moved by Trustee Nestor and seconded by Trustee Reichard

- ❖ TO ACCEPT THE RESOLUTION TRANSFER OF FUNDS FROM THE LIBRARY’S GENERAL FUND TO THE LIBRARY’S SPECIAL RESERVE FUND IN THE AMOUNT OF \$100,000.00 BE APPROVED

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

NEW BUSINESS

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

- ❖ TO APPROVE THE 2019 LIBRARY BOARD MEETING DATES AND 2019 LIBRARY HOLIDAY DATES

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

2019 Board Meeting Dates

January 14, 2019
 February 11, 2019
 March 11, 2019
 April 8, 2019
 May 13, 2019
 June 10, 2019
 July 15, 2019
 August 12, 2019
 September 9, 2019
 October 7, 2019
 November 11, 2019
 December 9, 2019

2019 Holiday Dates

January 1, 2019
 April 21, 2019
 May 12, 2019
 May 27, 2019
 July 4, 2019
 September 2, 2019
 November 28, 2019
 December 24, 2019
 December 25, 2019
 December 31, 2019

Director Wishnick presented a new vacation and personal time off policy for the Employee Handbook, as well as, a new vacation accrual rate.

The board discussed both agenda items and chose to table the written time off policies until the January 2019 board meeting.

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

❖ TO ACCEPT THE NEW VACATION QUARTERLY ACCURAL RATE AND THE PERSONAL TIME OFF FOR FULL TIME EMPLOYEES BE APPROVED

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

The board by-laws were presented for review with a discussion for changes. A revised copy will be presented at the January 2019 meeting.

Director Wishnick gave a brief review of the library’s survey results for the strategic plan. The library is in the planning stage of reaching out to community members.

TRUSTEE COMMENTS

None at this time.

ADJOURNMENT

There being no objections; the meeting was adjourned 9:23 p.m.

Respectfully submitted,

X

Brittany Luna
Administrative Manager

X

Karrie Grabinski
Secretary