

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
February 11, 2019*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:30 p.m. Responding to roll call were Trustees Grabinski, Nestor, and Reichard. Also present was 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 January 14, 2019.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 14, 2019 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

The approval of the Revised December 2018 Income statement and balance sheet was tabled until the March meeting when the Library will receive another revision statement.

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

- ❖ THAT THE JANUARY 2019 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 FEBRUARY 2019 CLAIMS LIST IN THE AMOUNT OF \$97,970.37 BE APPROVED

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

COMMUNICATIONS

ILA is hosting an Illinois Library Trustee Forum Workshop in Oak Brook on Saturday, March 16, 2019. Trustees will contact Director Wishnick if they can attend.

The Reporter featured a news article about the Youth Services’ Jumbo Gaming Day and the Friends of the Library Vinyl Record sale.

DIRECTOR’S REPORT

Director Wishnick shared information and a letter from the ILA President regarding the Illinois minimum wage update.

Administrative Manager Brittany Luna has begun gathering documents for the 2018 Audit.

Staff underwent training for Communico. The library is focused on getting the event calendar and reservation portion of the website live before the Spring Newsletter is mailed. The anticipated “go-live” date is March 1, 2019.

Director Wishnick reviewed the IPLAR report which is due at the end of February. President Fitzgerald and Trustee Grabinski must sign off on the report.

The library currently uses G Suite Basic for emails with a current monthly charge of \$5 per email address. Director Wishnick and Administrative Manager Brittany Luna think it would be beneficial to upgrade to the G Suite Business. The upgrade would provide Team Drives, archiving, unlimited cloud storage, and various additional useful resources. Google is offering the library an 18 month contract for \$6.67 per email address.

The library sent about 100 letters to community leaders, elected officials, and local businesses requesting a brief meeting for the strategic planning. The letters included an “I Love Chicago Ridge” sticker.

Youth Services had a strong month of events. As discussed at the January 2019 meeting Director Wishnick took the Youth Services team out for dinner to recognize all of their hard work.

In the month of January, one of the Career Online High School (COHS) students graduated and a new student started the program. The library is expecting two more graduates in the spring with hopes to have a ceremony in June.

Director Wishnick added an “Outreach” portion in the statistics and changed the format to make IPLAR reporting more feasible.

COMMITTEE REPORTS

None at this time.

UNFINISHED BUSINESS

None at this time.

NEW BUSINESS

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

- ❖ THAT THE 18 MONTH GOOGLE G SUITE BUSINESS CONTRACT BE APPROVED

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

The Meeting Room policy and application changes were discussed as well as the Study Room policy.

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

- ❖ THAT THE MEETING ROOM POLICY AND APPLICATION AND STUDY ROOM POLICY BE APPROVED

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

TRUSTEE COMMENTS

President Fitzgerald mentioned a WGN news report about the Harold Washington Library Internet Policy.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:27 p.m.

Respectfully submitted,

X

Brittany Luna
Administrative Manager

X

Karrie Grabinski
Secretary