

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
February 9, 2015*

CALL TO ORDER AND ROLL CALL

President Seweryn called the meeting to order at 7:30 p.m. Responding to roll call were Trustees Fitzgerald, Janik, Mrozek and Nelson. Also present was Librarian McSwain and Administrative Assistant Wendy Walztoni.

AUDIENCE TO VISITORS

No visitors present.

APPROVAL OF MINUTES

President Seweryn called for additions or corrections to the minutes of the Regular Meeting of January 12, 2015.

It was moved by Trustee Fitzgerald and seconded by Trustee Mrozek

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 12, 2015 BE APPROVED

AYES.....	Fitzgerald, Janik, Mrozek and Seweryn
NAYS.....	None
ABSTAIN.....	Nelson
ABSENT.....	Boyer and Kucharski

FINANCIAL REPORTS AND APPROVAL OF BILLS

It was moved by Trustee Fitzgerald and seconded by Trustee Mrozek

- ❖ THAT THE INCOME STATEMENT AND BALANCE SHEET OF JANUARY 31, 2015 BE APPROVED

AYES.....	Fitzgerald, Janik, Mrozek, Nelson and Seweryn
NAYS.....	None
ABSENT.....	Boyer and Kucharski

It was moved by Trustee Fitzgerald and seconded by Trustee Mrozek

- ❖ THAT THE FEBRUARY CLAIMS LIST IN THE AMOUNT OF \$109,738.97 BE APPROVED

AYES.....	Fitzgerald, Janik, Mrozek, Nelson and Seweryn
NAYS.....	None
ABSENT.....	Boyer and Kucharski

COMMUNICATIONS

Ridgeland School District 127½ asked the library to participate in their Strategic Planning on Friday, March 13, 2015 from 6:00 p.m. to 9:00 p.m.

Project Linus Make a Blanket Day will be held at the library on Saturday, February 14, 2015.

Flyers from the Friends of the Library Five Below fundraiser were distributed. This event will be February 13th-14th at the Chicago Ridge location.

Librarian Ciciora will attend the FY15 Live & Learn Construction Grant Review Committee meeting via videoconferencing on Thursday, February 26, 2015 at RAILS in Burr Ridge. Librarian McSwain will be out of town.

A memorandum was received from the Illinois State Library with the corrected date for the Illinois Public Library Per Capita and Equalization Grant Awards.

The Chicago Ridge Worth Chamber of Commerce will host the 2015 Mayoral Luncheon at Jenny's Steak House on Tuesday, March 10, 2015 at 12 noon.

LIBRARIAN'S REPORT

Librarian McSwain attended the following meetings in January.

1/13/15	SWAN/RAILS/Burr Ridge
1/15/15	HR Roundtable/Tinley Park Public Library
1/15/15	Zone 5 Administrators/Palos Heights Public Library
1/21/15	Friends of the Library/CRPL
1/22/15	ATLAS/Flossmoor Public Library
1/24/15	Saturday Sew In/CRPL
1/30/15	Craft Lock-In/CRPL
1/31/15	ALA Midwinter Conference/McCormick Place

President Seweryn and Secretary Nelson signed the Illinois Public Library Annual Report. This report will be submitted to the Illinois State Library.

The camera surveillance system can be viewed from 5 staff computers. The installation of the parking lot cameras is still delayed because of snow.

The Chicago Ridge Public Library's yearly certification has been submitted to the Illinois State Library and RAILS.

Librarian McSwain has electronically submitted the list of people required to file a Statement of Economic Interests with the Cook County Clerk's office.

The FY16 Illinois Public Library Per Capita and Equalization Aid Grant application will be available October 1, 2015 and will be due January 15, 2016.

An incident occurred on January 8, 2015 involving a patron making a staff member feel uncomfortable. An incident report is on file and no further action is needed.

The library insurance company is working on a settlement with the law offices of Mark G. Bergal, Ltd. involving the patron claiming damages while at the library on September 22, 2014.

The PNG Grant is moving along very well. Youth Services staff had some time to try the sergers that were picked up on December 30th. Lego Mindstorm kits were purchased along with a 60 inch TV for the teen area. Meghan from LFI is looking into a custom made cabinet to store the video gaming equipment along with the TV. Librarian Ciciora and her staff are brainstorming ideas for the next round of the grant.

While Meghan was here, Melinda met with her to discuss shelving needs for the library DVD collection, the carts currently being used are falling apart.

The Friends of the Library met on Wednesday, January 21, 2015 and approved the purchase of 6 new ipads for the Youth Services Department with locks and cases. They also approved to purchase a new book drop, our current one leaks and is too small for all of our returns.

The reports from Librarian Powers and Librarian Ciciora were highlighted.

Staff members will be traveling to other libraries for hands on training of the new SirsiDynix system. With this new system, the library will be offering patrons an option to pay their fines via a service called ProPay. A 50¢ convenience fee for this service will be discussed under New Business.

Librarian McSwain, Librarian Ciciora and Melinda Provost attended the ALA Midwinter Conference at McCormick Place in Chicago.

Trustee Fitzgerald asked if the custom made cabinet to store the TV would be secure enough from anything happening to it while in the teen area. Librarian McSwain stated the cabinet will be on wheels and should be secure.

Trustee Fitzgerald also asked if the library still has security on Tuesday's and Wednesday's. The Chicago Ridge Police Department sends an officer on Tuesday and Wednesday afternoons from October through April.

An incident occurred on Wednesday, January 21, 2015 involving an intoxicated patron. An officer was on duty at the time, he called for backup and the patron was escorted out of the library, he was told not to come back. He came back the next morning, apologized and said he needed to get his ID out of the men's washroom, then left. An incident report is on file and no further action is needed at this time.

Librarian McSwain informed the board the library was closed Sunday, February 1, 2015 and opened at noon on Monday, February 2, 2015 due to weather.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

To help subsidize the cost of accepting credit cards for libraries, ProPay will charge a 50¢ convenience fee for online payments. The board decided to pass this fee of 50¢ on to the cardholder.

It was moved by Trustee Mrozek and seconded by Trustee Fitzgerald

- ❖ FOR PROPAY TO CHARGE THE CARD HOLDER A 50¢ CONVENIENCE FEE FOR EACH ONLINE TRANSACTION BE ACCEPTED

AYES..... Fitzgerald, Janik, Mrozek, Nelson and Seweryn
NAYS..... None
ABSENT..... Boyer and Kucharski

Photos of the proposed DVD racks from Library Furniture International, Inc. were passed around for review.

It was moved by Trustee Nelson and seconded by Trustee Mrozek

- ❖ TO PURCHASE 5 STANDARD MAG/STAK QUAD TOWERS FROM LFI IN THE AMOUNT OF \$10,749.00 USING THE RESERVE FUND BE ACCEPTED

AYES..... Fitzgerald, Janik, Mrozek, Nelson and Seweryn
NAYS..... None
ABSENT..... Boyer and Kucharski

Librarian McSwain will research the library fine structure through SWAN.

After reviewing Open Meetings Act sessions; recorded Executive Session Minutes can be destroyed after 18 months.

It was moved by Trustee Nelson and seconded by Trustee Mrozek

- ❖ TO DESTROY APPROVED EXECUTIVE SESSION MINUTES ON THE DIGITAL RECORDER FROM MAY 13, 2013, JUNE 10, 2013 AND JULY 8, 2013 BE ACCEPTED

AYES..... Fitzgerald, Janik, Mrozek, Nelson and Seweryn
NAYS..... None
ABSENT..... Boyer and Kucharski

The May 13, 2013 E/S Minutes contained an employee accommodation and a EEOC complaint, June 10, 2013 contained an EEOC dismissal and some adult department issues and the July 8, 2013 contained a time clock incident and an employee resignation.

ADJOURNMENT

They're being no objections; the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

X

Wendy Walztoni
Administrative Assistant

X

Dawn Nelson
Secretary