

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

CALL TO ORDER AND ROLL CALL

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

AUDIENCE TO VISITORS

No visitors present.

APPROVAL OF MINUTES

Vice President Fitzgerald called for additions or corrections to the minutes of the Regular Meeting of February 9, 2015.

The minutes were approved, subject to the correction being made.

It was moved by Trustee Mrozek and seconded by Trustee Janik

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 9, 2015 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

It was moved by Trustee Boyer and seconded by Trustee Mrozek

- ❖ THAT THE INCOME STATEMENT AND BALANCE SHEET OF FEBRUARY 28, 2015 BE APPROVED

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

It was moved by Trustee Boyer and seconded by Trustee Nelson

- ❖ THAT THE MARCH CLAIMS LIST IN THE AMOUNT OF \$112,651.66 BE APPROVED

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

One of the CDAR accounts has matured; Treasurer Boyer signed a reinvestment form for resubmission of these funds.

COMMUNICATIONS

Flyers from the Friends of the Library Five Below fundraiser were distributed. This event will be March 20th-21st at the Chicago Ridge location.

Librarian McSwain will attend the Ridgeland School District 127½ Strategic Planning on Saturday, March 14, 2015 from 8:00 a.m. to 12:00 p.m.

A thank-you note was received from Mary Mercado for participating in Project Linus, National Make a Blanket Day.

Diane Smithler from CNA Insurance has settled the claim with the law offices of Mark G. Bergal, Ltd. involving the patron claiming damages while at the library.

LIBRARIAN'S REPORT

Librarian McSwain attended the following meetings in February.

2/12/15	ATLAS Directors Meeting/Tinley Park Public Library
2/13/15	ILA Legislative Breakfast/Tinley Park
2/14/15	Project Linus Make a Blanket/CRPL
2/18/15	Friends of the Library/CRPL
2/19/15	HR Roundtable/Tinley Park Public Library
2/20/15	LACONI/Itasca
2/21/15	Friends of the Library Lock-In/CRPL
2/25/15	ISL Construction Grant Review/RAILS Burr Ridge
2/27/15	ATLAS Board Meeting/Flossmoor

Ten patrons helped make 29 fleece blankets for Project Linus, National Make a Blanket Day on Saturday, February 14, 2015.

The Friends of the Library Finian's Rainbow event will be here at the library on Friday, March 13, 2015 at 5:30 p.m.

Librarian Ciciora attended the Live and Learn Grant review on Thursday, February 26, 2015. The committee voted to fund our grant. We now wait to see if there is money to fund it.

Five Mag/Stak Quad Towers have been ordered from LFI to hold the DVD and Blue Ray collection.

The new book drop is here, we are waiting for warmer weather for installation.

The parking lot camera is still delayed, it should be installed soon with the coming of warmer weather.

Library staff have been very busy attending training for the new ILS system. Each week bookmarks from SWAN will be passed along to patrons with information about the new and improved catalog system coming in April.

President Seweryn arrived at 7:39 p.m.

Librarian McSwain researched the library fine structure and most libraries follow this rule – when a fine owing to the library exceeds five dollars, card privileges will be withheld until payment is made, the payment could be any amount to get the fine under five dollars. Trustee Fitzgerald would like to review this policy in September for possible changes.

The new SirsiDynix system has the capability to store digital photos and signatures on patron's records. When a patron's library card is scanned their photo and signature will show on the screen. The equipment cost is approximately \$150.00.

Inspector Robert Smart, Chicago Ridge Fire Department revisited the library on Tuesday, February, 17, 2015 to make sure the exit and emergency light bulbs were working properly. After his inspection we were cleared of all violations.

The library would like to make 12 old laptops available for patrons to check out for personal use. A laptop loan & use policy has been created for board review. This policy will be discussed at the Policy Committee meeting on Monday, March 16, 2015.

Flipster has now replaced Zinio for digital magazines.

The wording for payment of library programs fees has changed. It now states "Register for programs at the library by phone or on the library's website. Program fees must be paid at time of registration. Programs with low registration may be canceled 48 hours before the event, at which time registered patrons will be notified by phone and refunded. Refunds will only be issued if the patron cancels at least 48 hours prior to the program."

The board agreed to take down the bed bug signs posted on the front doors. Librarian McSwain will contact Sue Hagberg from Canine Detection & Inspection Services to set up an appointment for our quarterly inspection.

The library board Policy Committee agreed to meet for a Special Meeting on Monday, March 16, 2015 at 7:00 p.m.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

It was moved by Trustee Boyer and seconded by Trustee Nelson

- ❖ TO PROCEED WITH THE DIGITAL SIGNATURE PADS AND WEB CAMERAS FOR THE NEW SIRSI DYNIX SWAN SYSTEM BE ACCEPTED

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

Librarian McSwain will have a bowl of chocolates at the Circulation Desk on Tuesday, April 14th to help launch the new SirsiDynix SWAN system.

Trustee Mrozek inquired about Boy Scouts volunteering for service hours at the library.

ADJOURNMENT

They're being no objections; the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

X

Wendy Walztoni
 Administrative Assistant

X

Dawn Nelson
 Secretary