

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
April 13, 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, Kucharski 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 March 9, 2015.

It was moved by Trustee Janik and seconded by Trustee Boyer

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

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

Trustee Mrozek arrived at 7:32 p.m.

It was moved by Trustee Boyer and seconded by Trustee Mrozek

- ❖ THAT THE MINUTES OF SPECIAL LIBRARY BOARD MEETING OF MARCH 16, 2015 BE APPROVED

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

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 Kucharski

- ❖ TO DESTROY APPROVED EXECUTIVE SESSION MINUTES ON THE DIGITAL RECORDER FROM AUGUST 12, 2013 AND SEPTEMBER 9, 2013 BE ACCEPTED

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

The August 12, 2013 E/S Minutes contained a Trustee interview along with the review of a letter from a former employee. The September 9, 2013 contained a discussion about the above dismissed employee of the library.

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 MARCH 31, 2015 BE APPROVED

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

It was moved by Trustee Boyer and seconded by Trustee Kucharski

- ❖ THAT THE APRIL CLAIMS LIST IN THE AMOUNT OF \$121,131.37 BE APPROVED

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

Trustee Seweryn arrived at 7:35 p.m.

COMMUNICATIONS

Librarian McSwain received a letter dated March 31, 2015 from the Illinois Department of Commerce stating that Grant Number 14-621014 has been suspended effective immediately.

Librarian McSwain received a thank-you from Dr. Kevin Russell, Superintendent of Schools for participating in School District 127½ Strategic Planning meeting on March 14, 2015.

The Chicago Ridge Public Library quilters received a thank-you from Ronald McDonald House for donating 12 quilts.

Librarian McSwain received a letter dated March 23, 2015 from the Illinois State Library stating the Live and Learn Construction Grant could not be funded.

The library passed the bed bug inspection on March 12, 2015 after a chair was removed. The next inspection will be sometime in June.

Librarian McSwain received a thank-you from Park Lawn for purchasing an ad in their “A Rhapsody in Blue” souvenir program book.

Klein, Thorpe and Jenkins. Ltd. sent a *Library Law e-News* about “Illinois Employers can no Longer Inquire about Criminal Convictions on Job Applications.”

ATLAS is hosting an Annual Trustee Workshop on Saturday, May 16, 2015 at the Tinley Park Public Library.

Summer reading t-shirt order forms were distributed to board members.

Librarian McSwain reminded board members to electronically file their Statement of Economic Interests form.

The library received a FY2015 Public Library Per Capita Grant check in the amount of \$17,881.25 on April 3, 2015.

LIBRARIAN’S REPORT

Librarian McSwain attended the following meetings in March.

3/5/15	SWAN Administrators Quarterly/RAILS Burr Ridge
3/6/15	ATLAS Directors Retreat
3/10/15	Chicago Ridge Worth Chamber Mayoral Lunch/Jenny’s Steak House
3/14/15	School District 127½ Strategic Planning Meeting
3/19/15	Policy, Personnel and By-Laws Committee Meeting
3/24/15	ATLAS Board Meeting/Flossmoor
3/25/15	Zone 5 Administrators/Oak Lawn Public Library
3/31/15	Retirement Lunch Elaine Savage/Palos Heights Public Library

The remote to open the public restroom doors is broke and cannot be fixed; the magnets on both doors were removed. The doors have been unlocked for 1 week with no problems so far.

The new book drop has been installed.

The surveillance cameras have all been installed and everything is working great.

The five Mag/Stak Quad Towers should be arriving any day.

We launch the new SirsiDynix SWAN system tomorrow morning.

The Friends of the Library Finian’s Rainbow event was successful.

The youth services department held a Community Showcase for Project Next Generation on Sunday, April 12th from 2-4 pm.

The Battle of the Books will be Thursday, April 23, 2015.

Reports from Librarian Powers and Librarian Ciciora were included in board packets.

A patron filled out a comment card requesting to receive faxes. Librarian McSwain called him back and explained the practice of receiving faxes was not in our library policy but will be brought up at the next board meeting.

Ridgifest will be Thursday, July 23rd through Sunday, July 26th.

A village resident asked Kathy McSwain if the “write in candidate” had won the library board seat. Librarian McSwain looked into this and the person did not file any paperwork to be a write in candidate. Board members need to decide to appoint or post and advertise the next vacant seat.

December of 2016 will be the Library’s 50th Anniversary. Librarian McSwain will write a letter to Mayor Tokar to possibly have the village vehicle sticker designed for this occasion.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

A personnel issue was brought up about advancing paid sick days.

Trustee Fitzgerald entertained a motion to adjourn to closed session.

It was moved by Trustee Fitzgerald and seconded by Trustee Boyer

- ❖ TO ADJOURN TO CLOSED SESSION FOR THE PURPOSE OF DISCUSSION OF THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE LIBRARY AT 8:05 PM.

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

It was moved by Trustee Fitzgerald and seconded by Trustee Mrozek

- ❖ TO RECONVENE TO OPEN REGULAR SESSION AFTER MEETING IN EXECUTIVE SESSION AT 8:17 PM.

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

It was moved by Trustee Nelson and seconded by Trustee Mrozek

- ❖ TO APPROVE THAT EMPLOYEES WHO HAVE USED ALL PAID TIME OFF ARE NOT ALLOWED TO BORROW IN ADVANCE FROM FUTURE PAID TIME OFF, AS A RESULT THE LIBRARY DIRECTOR WILL DOCUMENT SUCH TIME OFF AS UNPAID BE ACCEPTED.

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

Going forward, the board will integrate this change into the Employee Handbook and Policy manual at the May 11, 2015 board meeting.

The Employee Handbook and Policy changes discussed at the Policy, Personnel and Bylaws Committee meeting from March 16, 2015 were reviewed.

It was moved by Trustee Fitzgerald and seconded by Trustee Nelson

- ❖ TO ACCEPT ALL CHANGES TO THE EMPLOYEE HANDBOOK AND POLICY MANUAL RECOMMENDED BY THE POLICY COMMITTEE BE APPROVED

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

NEW BUSINESS

Board members reviewed an information sheet about circulating Wifi Hotspots to Chicago Ridge Public Library patrons, the cost will be about \$600.00. A decision to move forward will be made at the May 11, 2015 board meeting.

Librarian McSwain showed a slide show from the Project Next Generation Showcase held on Sunday, April 12, 2015.

ADJOURNMENT

They're being no objections; the meeting was adjourned at 9:22 p.m.

Respectfully submitted,

X

Wendy Walztoni
Administrative Assistant

X

Dawn Nelson
Secretary