

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
May 11, 2015*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:58 p.m. Responding to roll call were Trustees Janik, Kucharski, Nelson and Seweryn. Also present was Librarian McSwain and Administrative Assistant Wendy Walztoni.

AUDIENCE TO VISITORS

No visitors present.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the minutes of the Regular Meeting of April 13, 2015.

It was moved by Trustee Janik and seconded by Trustee Seweryn

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF APRIL 13, 2015 BE APPROVED

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

It was moved by Trustee Seweryn and seconded by Trustee Janik

- ❖ THAT THE MINUTES OF EXECUTIVE SESSION MEETING OF APRIL 13, 2015 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

It was moved by Trustee Kucharski and seconded by Trustee Seweryn

- ❖ THAT THE INCOME STATEMENT AND BALANCE SHEET OF APRIL 30, 2015 BE APPROVED

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

It was moved by Trustee Seweryn and seconded by Trustee Nelson

❖ THAT THE MAY CLAIMS LIST IN THE AMOUNT OF \$111,595.82 BE APPROVED

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

COMMUNICATIONS

Park Lawn will be hosting “Business after Hours” event at their vocational training center on Thursday, May 21, 2015.

LIBRARIAN’S REPORT

Librarian McSwain attended the following meetings in April.

- 4/1/15 McSwain Mystery Book Discussion
- 4/1/15 RFID Tagging Training
- 4/2/15 RFID Gates Installed
- 4/11/15 Saturday Sew-In
- 4/12/15 PNG Open House
- 4/15/15 Friends of the Library/CRPL
- 4/16/15 HR Roundtable/Tinley Park Public Library
- 4/23/15 Battle of the Books/CRPL

The RFID tagging of the library collection is slowly moving along, when we are close to completion, details will be worked out for self-checkout stations.

Librarian McSwain will be attending a SWAN Administrator’s meeting tomorrow at RAILS in Burr Ridge to discuss glitches found with the new ILS system.

The “Library Parking Only” sign was knocked down by a pedestrian on Saturday, April 18, 2015. A check in the amount of \$50.00 was dropped off by the pedestrian at the police department for repair of the sign.

The new Mag/Stak Quad Towers have arrived for the library’s DVD collection. Unfortunately the sales person miscalculated and there were not enough quads ordered. Additional quads and top pieces have been ordered to hold the entire collection.

A Material Safety Data Sheet binder has been organized and will be kept in the Janitor’s closet in case of any emergency.

Two IT proposals have been submitted, one from Heritage Technology Solutions and one from RWK. Librarian McSwain would like more time to review and compare proposals to get a better outline of the two. This topic will be discussed at the June board meeting.

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

Ridgefest will be held from Thursday, July 23rd through Sunday, July 26, 2015. The library will close at 5:00 p.m. on Thursday, July 23rd and have regular hours, 9:00 a.m. to 5:00 p.m. on Saturday, July 25th.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

It was moved by Trustee Nelson and seconded by Trustee Janik

- ❖ TO ACCEPT REVISIONS TO THE SICK LEAVE SECTION IN THE EMPLOYEE HANDBOOK & POLICY BE APPROVED

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

There will be no Library Policy updates at tonight’s meeting.

Board members reviewed and made one change to the WiFi Hotspot Loan & Use Policy. The loan period was changed to two weeks and can be renewed for two weeks if no one is waiting to borrow one.

It was moved by Trustee Kucharski and seconded by Trustee Nelson

- ❖ TO ACCEPT THE WIFI HOTSPOT LOAN & USE POLICY WITH THE LOAN PERIOD OF TWO WEEKS AND RENEWABLE FOR TWO WEEKS BE APPROVED

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

NEW BUSINESS

The library would like to add an internet opt out section on the library card application, this would eliminate maintaining the parent signature binder. Librarian McSwain will contact the library attorney for proper wording to add this new section.

Board members reviewed the Emergency Succession Plan draft for the Chicago Ridge Public Library. Librarian McSwain will attend a RAILS workshop on this topic on Wednesday, May 13, 2015. The library policy committee will meet after this workshop to see what information Kathy has learned.

Librarian McSwain passed out a letter to each board member stating she will be retiring on August 14, 2015.

The board scheduled a Special Meeting on Wednesday, May 20, 2015 to discuss transition plans.

Marleen Mrozek will be invited to the Special meeting.

ADJOURNMENT

They're being no objections; the meeting was adjourned at 9:12 p.m.

Respectfully submitted,

X

Wendy Walztoni
Administrative Assistant

X

Mary Jo Janik
Secretary