

*Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
June 8, 2015*

**CALL TO ORDER AND ROLL CALL**

Vice President Seweryn called the meeting to order at 7:41 p.m. Responding to roll call were Trustees Boyer, Janik and Mrozek. Also present was Librarian McSwain and Administrative Assistant Wendy Walztoni.

**AUDIENCE TO VISITORS**

Irene Ciciora, Head of Youth Services.

**APPROVAL OF MINUTES**

The Minutes of the Reorganization Meeting of May 11, 2015 and the Minutes of the Regular Meeting of May 11, 2015 will be approved at the July 13, 2015 Board Meeting.

Vice President Seweryn called for additions or corrections to the Minutes of the Special Meeting of May 20, 2015.

It was moved by Trustee Mrozek and seconded by Trustee Janik

- ❖ THAT THE MINUTES OF THE SPECIAL MEETING OF MAY 20, 2015 BE APPROVED

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

It was moved by Trustee Mrozek and seconded by Trustee Janik

- ❖ THAT THE MINUTES OF EXECUTIVE SESSION MEETING OF MAY 20, 2015 BE APPROVED

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

**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 MAY 31, 2015 BE APPROVED

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

It was moved by Trustee Boyer and seconded by Trustee Mrozek

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

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

**COMMUNICATIONS**

Klein, Thorpe and Jenkins, Ltd. sent a *Library Law e-News* about OMA Training for New Trustees and Designation of OMA and FOIA Officers.

Certificate of Election certificates from David Orr, Cook County Clerk were distributed to newly elected trustees of the Chicago Ridge Public Library.

**LIBRARIAN'S REPORT**

Librarian McSwain attended the following meetings in May.

- 5/6/15 McSwain Mysteries
- 5/12/15 SWAN/RAILS/Burr Ridge
- 5/14/15 SSLAM ATLAS Directors Meeting/Alsip
- 5/15/15 LACONI/Downers Grove Public Library
- 5/16/15 ATLAS Trustee Workshop/Tinley Park Public Library
- 5/21/15 HR Roundtable/Tinley Park Public Library
- 5/26/15 EDGE Conference Call

Library statistics will not be available this month. Staff will need instructions from RAILS on how to collect numbers from the new ILS system.

The Summer Reading Program “Read to the Rhythm” begins today.

Staff is still working on tagging the library collection in preparation for self-checkout.

The Friends of the Library mini children’s book sale held on Friday, June 5<sup>th</sup> and Saturday, June 6<sup>th</sup> brought in about \$350.00.

The Friends of the Library Ice Cream Social will be Wednesday, July 29<sup>th</sup>.

The Prevailing Wage and Non-Resident Ordinances will need to be passed under New Business.

Reports from Librarian Powers and Librarian Ciciora were included in board packets. Thank-you notes from classroom visits were passed around for review.

An incident occurred on Wednesday, May 27<sup>th</sup> involving a girl who tripped and fell. An Incident Report is on file and no further action is needed.

Librarian McSwain will schedule Jeff Reiter from RWK to clean-up several loop holes he found with the library network.

With the upcoming retirement of Kathy McSwain, the Friends of the Library will need to discuss who will take over her responsibilities.

### ***COMMITTEE REPORTS***

No Committee Reports at this time.

### ***UNFINISHED BUSINESS***

The library Policy Committee will plan a Special Meeting to further discuss the library Succession Plan.

It was moved by Trustee Mrozek and seconded by Trustee Boyer

- ❖ THAT THE LIBRARY POLICY COMMITTEE MEET TO FINALIZE DETAILS OF THE LIBRARY SUCCESSION PLAN BEFORE THE JULY BOARD MEETING BE ACCEPTED

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

The library board asked Librarian Ciciora if she would act as Temporary Interim Library Director until a new Director is hired, Librarian Ciciora accepted. Details and compensation will be discussed at the Policy Committee meeting. Librarian Ciciora will be attending Library Board Meetings until further notice.

After review, the library board agreed to start using the new Library Card Application. This application was created to follow the new ILS system.

President Fitzgerald formed 3 new committees to help with the Library Director search, they are as follows –

- 1) Interview Search Committee – Richard Fitzgerald, Marleen Mrozek and Steve Seweryn
- 2) Interview Question Committee – Linda Boyer, Mary Jo Janik and Dawn Nelson
- 3) Case Study Interview Committee – Linda Boyer, Mary Jo Janik and Karen Kucharski

Committee members will schedule a time to meet and start the process of their assigned job.

**NEW BUSINESS**

It was moved by Trustee Boyer and seconded by Trustee Mrozek

- ❖ TO ACCEPT RESOLUTION NO. 2014-4 ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKERS AND MECHANICS EMPLOYED BY THE CHICAGO RIDGE PUBLIC LIBRARY

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

Acting President Seweryn and Secretary Janik will sign the above resolution; this resolution will be sent Certified Mail to the Illinois Department of Labor in Springfield, IL. Secretary Janik will also sign the Secretary’s Certificate which will be published in the newspaper.

It was moved by Trustee Boyer and seconded by Trustee Mrozek

- ❖ TO ACCEPT THE 2015-2016 ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS IN THE AMOUNT OF \$286.00 BE APPROVED

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

Trustee Janik performed the swearing in of Trustee Boyer.

The applications collected for the Library Director position will be emailed to Library Trustees on Friday, June 12, 2015.

**ADJOURNMENT**

They’re being no objections; the meeting was adjourned at 8:27 p.m.

Respectfully submitted,

X

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Wendy Walztoni  
 Administrative Assistant

X

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Mary Jo Janik  
 Secretary