

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
August 10, 2015*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:35 p.m. Responding to roll call were Trustees Boyer, Janik, Kucharski, Mrozek, Nelson and Seweryn. Also present was Librarian McSwain and Administrative Assistant Wendy Walztoni.

AUDIENCE TO VISITORS

Irene Ciciora and Rose Gilman.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Reorganization Meeting of May 11, 2015.

It was moved by Trustee Seweryn and seconded by Trustee Janik

- ❖ THAT THE MINUTES OF THE REORGANIZATION MEETING OF MAY 11, 2015 BE APPROVED

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

It was moved by Trustee Nelson and seconded by Trustee Seweryn

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF MAY 11, 2015 BE APPROVED

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

It was moved by Trustee Mrozek and seconded by Trustee Nelson

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

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

It was moved by Trustee Seweryn and seconded by Trustee Boyer

❖ THAT THE MINUTES OF THE SPECIAL MEETING OF JULY 15, 2015 BE APPROVED

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

It was moved by Trustee Mrozek and seconded by Trustee Nelson

❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF JULY 15, 2015 BE APPROVED

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

It was moved by Trustee Nelson and seconded by Trustee Kucharski

❖ THAT THE MINUTES OF THE SPECIAL MEETING OF JULY 16, 2015 BE APPROVED

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

It was moved by Trustee Mrozek and seconded by Trustee Seweryn

❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF JULY 16, 2015 BE APPROVED

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

It was moved by Trustee Boyer and seconded by Trustee Mrozek

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 JULY 31, 2015 BE APPROVED

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

It was moved by Trustee Boyer and seconded by Trustee Janik

- ❖ THAT THE AUGUST CLAIMS LIST IN THE AMOUNT OF \$116,460.01 BE APPROVED

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

COMMUNICATIONS

Mail was distributed to board members.

Stephen Fossler Company sent a sample 50th Anniversary seal for envelopes to advertise the library's 50th Anniversary next year.

The 2015 Illinois Library Conference will be in Peoria, Illinois from October 21-24, 2015. Library Trustee Day will be Saturday, October 24, 2015.

PLOWS Council on Aging is taking nominations for an extraordinary senior volunteer.

It was moved by Trustee Mrozek and seconded by Trustee Seweryn

- ❖ TO NOMINATE MARY POWERS FOR THE PLOWS SENIOR RECOGNITION AWARD BE ACCEPTED

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

Nominated senior volunteers will be honored at the PLOWS Annual Luncheon on Friday, October 23, 2015 at 11:30 a.m. at the Orland Chateau in Orland Park. Trustee Nelson, Friends of the Library liaison will also attend the luncheon.

RWK proposed 2 options to correct the current server problems. This will be discussed under Unfinished Business.

A thank-you was received from one of the applicants for the Library Director position.

LIBRARIAN'S REPORT

Librarian McSwain attended the following meetings in July.

7/29/15	Ice Cream Social
7/30/15	Met with Rose Gilman

Librarian McSwain met with Rose Gilman to explain banking details along with any information to help with the position transition.

Library statistics are still not be available.

The library was represented at Ridgefest with seven staff and one board member who volunteered to work the ticket booths on Thursday, July 23, 2015.

The Friends of the Library held another successful Ice Cream Social on Wednesday, July 29, 2015.

The Audit is complete on the library end, O'Neill & Gaspardo, LLC is still waiting on information requested from the previous auditor.

E-rate papers have been filed for the July 1 – June 30, 2015 reimbursement, checks should be in the mail soon! The filing for July 1 – June 30, 2016 have been completed as much as possible.

With Governor Rauner freezing all grant funds, a check dated 8/10/15 in the amount of \$16,165.76 of unused funds from the DCEO Digital Divide grant was returned to the Illinois Department of Commerce & Economic Opportunity.

Librarian Ciciora and Trustee Nelson will be attending the Illinois State Library picnic representing the Project Next Generation Grant in Springfield on Thursday, August 13th and Friday August 14th.

The September Newsletter will have a bed bug update.

All Disaster manuals, Person in Charge manuals and Employee handbooks will be updated with the required changes. The Policy manual is still an unfinished project.

The library had its annual sprinkler and fire alarm test. A few EXIT signs and emergency lights will need new batteries and or bulbs. The electrician has been called to correct these issues so the library passes inspection.

An incident occurred August 4, 2015 involving a girl getting a cut on her head while playing at the puppet stage. An incident report is on file and no further action is needed.

The Chicago Ridge Police Department cannot perform a background check on the newly hired Library Director. Paperwork to perform her background check will be filed through the Illinois State Police. Background checks of future hires for the Library Director position will be handled through the Illinois State Police.

Librarian Powers report was included in board packets. The 5 Wi-Fi hotspots contract will expire in November, Angie will keep the board informed with any updates. Librarian Powers gathered information about getting a student intern to get the Local History Room collection organized. After review, it was decided to let the new Director assess the situation. Youth Services statistics were passed around for review.

The library website will be updated with the new director's information, and her contact information will be will be emailed to Representative Kelly Burke and Senator Bill Cunningham.

The Reporter newspaper is putting an article together about Kathy McSwain' retirement. Steve Metsch from the SouthtownStar will interview Kathy on Wednesday about her retirement also.

COMMITTEE REPORTS

The Succession Plan spacing has been fixed and an approved date line added. The board agreed to add this plan to the Policy Manual minus any library financial information.

UNFINISHED BUSINESS

Librarian McSwain explained the 2 options proposed from RWK to correct the current server problems.

It was moved by Trustee Mrozek and seconded by Trustee Boyer

- ❖ TO CHOOSE OPTION B AND CONVERT TO WINDOWS SERVER TECHNOLOGY FOR PROPER DATA BACKUP ON/OFF SITE IN THE AMOUNT OF \$18,000.00 BE APPROVED

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

A cloud for board documents will also be created.

NEW BUSINESS

No New Business at this time.

A motion to close Regular meeting was made by Trustee Boyer and seconded by Trustee Seweryn to go into Executive Session at 8:55 p.m.

A motion to open Regular meeting was made by Trustee Nelson and seconded by Trustee Seweryn at 9:13 p.m.

It was moved by Trustee Boyer and seconded by Trustee Nelson

- ❖ TO ACCEPT RESOLUTION SETTING FORTH BONUS PAYMENT TO THE HEAD OF YOUTH SERVICES AND ADMINISTRATIVE ASSISTANT FOR SERVICES PERFORMED DURING THE SEARCH FOR CHICAGO RIDGE PUBLIC LIBRARY DIRECTOR POSITION

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

Librarian McSwain thanked the board for allowing her the opportunity to serve as Library Director.

ADJOURNMENT

They're being no objections; the meeting was adjourned at 9:20 p.m.

Respectfully submitted,

X

Wendy Walztoni
Administrative Assistant

X

Mary Jo Janik
Secretary