

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
September 14, 2015*

CALL TO ORDER AND ROLL CALL

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 Gilman 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 August 10, 2015.

It was moved by Trustee Janik and seconded by Trustee Nelson

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF AUGUST 10, 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 Janik

- ❖ THAT THE MINUTES OF THE EXECUTIVE SESSION MEETING OF AUGUST 10, 2015 BE APPROVED

AYES..... Boyer, Fitzgerald, Janik, Mrozek and Nelson
NAYS..... None
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 AUGUST 31, 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 SEPTEMBER CLAIMS LIST IN THE AMOUNT OF \$151,311.34 WITH THE EXCEPTION OF VOIDED CHECK #27645 BE APPROVED

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

COMMUNICATIONS

A patron who was returning a book found a bug in it and claims it was a bed bug. This person had previously found bugs in the books she returns. The bug was inspected by the Canine Detection dog and was found not to be a bed bug.

Paperwork was received from the Illinois State Police stating Rose Gilman passed her criminal background check.

Trustee Nelson will be attending the Senior Volunteer PLOWS luncheon along with Mary Powers on Friday, October 23, 2015 at 11:30 a.m. at the Orland Chateau in Orland Park.

A letter dated September 2, 2015 was received from George Schleyer, Village Clerk about the Convening of the Joint Review Board for the Ridgeland Tax Increment Financing Redevelopment Project Area meeting at the Village Hall on Monday, October 19th at 2:15 p.m. Director Gilman will attend this meeting.

A thank-you card from Wendy Walztoni was read by board members.

LIBRARIAN'S REPORT

Librarian Gilman attended the following meetings in August.

8/18/15 Klein, Thorpe & Jenkins, FOIA Request
8/19/15 Friends of the Library/CRPL
8/20/15 Arthur from Astoria Cleaning Company/CRPL
8/21/15 Deputy Police Chief Mann/CRPL
8/20/15 Klein, Thorpe & Jenkins, FOIA Request
8/25/15 Christine Wollner/Private Bank/CRPL
8/26/15 RWK/Frankfort
8/26/15 Department Head Meeting/CRPL
8/27/15 Auditor/CRPL

The auditor hopes to come and present the audit at the October 12th board meeting. It is recommended to meet at 7:00 p.m. for review.

Signage is being changed to make it look consistent throughout the library. A new shelving unit has been obtained and placed in the Youth Services Department's puzzle/AV area. The area looks more visually appealing and organized.

The library passed the quarterly bed bug inspection on Wednesday, September 9th and also passed our follow up Fire inspection on Friday, September 4th.

The Youth Services Department would like permission to host a Teen Lock-In on Friday, October 2, 2015 from 5:00 p.m. to 11:00 p.m.

It was moved by Trustee Mrozek and seconded by Trustee Nelson

- ❖ TO APPROVE THE TEEN LOCK-IN ON FRIDAY, OCTOBER 2, 2015 FROM 5:00 P.M. TO 11:00 P.M.

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

Library Director Rose Gilman will also be attending the lock-in.

The library alarm system had its battery replaced along with testing of the panic buttons, everything is working properly.

The parking lot sign has been installed at the entrance of the lot. The second sign will be stored in case the current sign gets damaged.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

Librarian Gilman met with RWK IT Services to find out what is included in the very high monthly cost to maintain the library's operating network. Librarian Gilman would like more detail on the monthly invoices to see what they are actually doing for the cost.

NEW BUSINESS

The Policy Manual will be discussed at the November or December board meeting.

Librarian Gilman asked the board how they feel about the library "flip". Discussed were several options and possibilities about the building plan.

Librarian Gilman would like to close the library for a staff In-Service Day on Friday, November 13, 2015.

It was moved by Trustee Mrozek and seconded by Trustee Janik

❖ TO CLOSE THE CHICAGO RIDGE PUBLIC LIBRARY FOR A STAFF IN-SERVICE DAY ON FRIDAY, NOVEMBER 13, 2015 BE APPROVED

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

It was agreed to have a separate cash register for The Friends of the Library cash intake, it is currently intermixed with library funds, then separated.

Librarian Gilman will ask The Friends of the Library about donating \$100.00 from the proceeds of the book sale to the family of the fallen Chicago Ridge Police Officer. Staff from the library are also donating meals during the week of September 21st.

A motion to close Regular meeting was made by Trustee Boyer and seconded by Trustee Mrozek to go into Executive Session at 8:25 p.m.

A motion to open Regular meeting was made by Trustee Janik and seconded by Trustee Mrozek at 9:29 p.m.

Trustee Janik asked if the library purchased a retirement gift for Kathy McSwain. A few ideas were discussed but none were confirmed.

TRUSTEE COMMENTS

No Trustee Comments at this time.

ADJOURNMENT

They're being no objections; the meeting was adjourned at 9:39 p.m.

Respectfully submitted,

X

Wendy Walztoni
Administrative Assistant

X

Mary Jo Janik
Secretary