

***Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
October 12, 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, Kucharski and Seweryn. Also present was Librarian Gilman.

A motion to amend the Agenda was made by Trustee Seweryn and seconded by Trustee Kucharski to move Mary Cryan from New Business to Audience to Visitors.

Melinda Provost joined the meeting at 7:35 p.m.

AUDIENCE TO VISITORS

Mary Cryan spoke on behalf of the Block of the Month quilters on how important it is for the library to continue the Block of the Month program and to continue the Saturday Sew In program and the Friday night Lock-In program. These three programs will continue at the library. A handout from the library on how to build a resume can be available for the next Job Fair if requested.

President Fitzgerald thanked Mary Cryan and the members of the Block of the Month for sharing their concerns and explained if any other issues occur to first speak with Director Gilman.

NEW BUSINESS

The board decided to continue with the New Business section of the agenda.

President Fitzgerald asked Director Gilman to explain what happened with the Block of the Month program. Director Gilman explained that after looking over the programming budget she felt it was a very expensive program and it would be cut in December. Unaware of the impact the cancelling of this program would have on the community, Director Gilman spoke with the presenter and it was agreed to continue with the program.

Librarian Gilman presented a draft of the FY2016 budget to board members. Categories highlighted were salary, programming, maintenance and furnishings. The board recommended to continue using the FY2015 budget for FY2016. The final budget will be presented at the November meeting for board approval.

APPROVAL OF MINUTES

The minutes of the Regular Meeting of September 14, 2015 and the Minutes of the Executive Session Meeting of September 14, 2015 will be approved at the November 9, 2015 Board Meeting.

FINANCIAL REPORTS AND APPROVAL OF BILLS

It was moved by Trustee Boyer and seconded by Trustee Seweryn

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

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

It was moved by Trustee Boyer and seconded by Trustee Kucharski

- ❖ THAT THE OCTOBER 2015 CLAIMS LIST IN THE AMOUNT OF \$106,400.28 BE APPROVED

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

COMMUNICATIONS

Cards to Librarian Ciciora were passed around from Tiny Tots, Our Lady of the Ridge and Ridge Central thanking her for the library tours and history room visits.

LIBRARIAN’S REPORT

Librarian Gilman attended the following meetings in September.

9/2/15 Department Head Meeting
9/3/15 SWAN Quarterly
9/9/15 Bed Bug Inspection
9/10/15 Administrator’s Meeting
9/12/15 Friends Book Sale
9/16/15 Department Head Meeting
9/24/15 Offsite Business

Dana Wishnick is now Head of Adult Services, Peggy Furst is now under the Circulation Department, Angeline Powers is now Adult Services Librarian/Programming Coordinator and Dan Walko has been moved to provide him more work space and is under the direction of the Director as stated in his offer letter.

A Board Action timetable prepared by Klein, Thorpe & Jenkins was included in board packets for review. This timetable will be monitored by the Director.

The Friends of the Library's White Castle Fundraiser Night brought in approximately \$170.00 on Thursday, September 17, 2015. The Friends Book Sale brought in over \$1000.00.

Additional technology improvements will be made to the library's operating network through RWK IT Services.

Dan and Peggy have moved their workstations into the Youth Services office. A new phone for Dan will need to be purchased, his previous one is not working.

Plans have started for the library's 50th Anniversary Celebration. Some ideas are to create monthly programs specifically geared for the 50th Anniversary, a mini golf event and an "I Spy" something new to look for each week in the library. Any ideas are welcome.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

The treasurer of the Friends of the Library resigned effective September 30, 2015. The group is now soliciting to bring in members to keep this organization active.

Director Gilman was asked to highlight topics from the Adult Services and Youth Services Reports.

A motion to close Regular meeting was made by Trustee Boyer and seconded by Trustee Fitzgerald to go into Executive Session at 9:28 p.m.

A motion to open Regular meeting was made by Trustee Seweryn and seconded by Trustee Boyer at 10:11 p.m.

Board members agreed on a percent to increase the payroll line of the FY2016 budget.

TRUSTEE COMMENTS

It was moved by Trustee Seweryn and seconded by Trustee Boyer

- ❖ TO APPROVE THE 2014 AUDIT PREPARED BY O'NEILL & GASPARDO, LLC BE ACCEPTED

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

The Library Finance Committee Meeting will meet for a final review the library budget before submission to the Village of Chicago Ridge.

The Library Review Committee will evaluate Director Gilman after her 90 day probation period then every 6 months after that for 2 years.

Library t-shirts have been created for staff to wear with jeans on Friday's. Orders were taken for interested board members.

Director Gilman informed the board of a few building issues. The floor in the Youth Services Department is dipping, a crack on the north outside wall of the building was found and a gap has formed where the sidewalks and building meet. Director Gilman was directed to contact the Village Building Engineer to come and evaluate these issues.

ADJOURNMENT

They're being no objections; the meeting was adjourned at 10:22 p.m.

Respectfully submitted,

X

Mary Jo Janik
Secretary