

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
July 11, 2016*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:37 p.m. Responding to roll call were Trustees Boyer, Janik, Kucharski, Mrozek and Nelson. Also present was Librarian Gilman and Business Assistant Brittany Luna.

AUDIENCE TO VISITORS

No audience to visitors.

APPROVAL OF MINUTES

President Fitzgerald called for additions or corrections to the Minutes of the Regular Meeting of June 13, 2016.

It was moved by Trustee Mrozek and seconded by Trustee Nelson

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 13, 2016 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

President Fitzgerald moved to table approving the Income, Balance and Claims lists from April to July 2016 until Trustee Boyer can make a recommendation.

COMMUNICATIONS

A handout from ILA was passed around regarding early registration. Director Gilman will be speaking.

Board members were asked to volunteer for the RidgeFest on Thursday, July 28th.

LIBRARIAN'S REPORT

The Director has been working with RWK to find the root of IT issues we have had in the past and present. There are similarities in tickets placed with LTS prior and RWK currently. RWK has found the root cause of some of the issues and will continue to work on ways to get us streamlined with best IT practices.

Fieldwork for our FY2015 audit will take place on Wednesday, July 13. Next year we will work on creating file folders for each vendor in addition to filing receipts just within the month they were paid in.

There are upcoming action items in October and November board meetings which will require committee meetings beforehand.

The Director would like to restructure work flow within the library with approval of the Board of Trustees. Part of this would be allowing Youth and Adult to catalog their own books to increase Reader's Advisory.

The Director would like to take the following days off with the approval of the Board of Trustees: July 19 (and possibly ½ of July 20), August 18, 19, 22, 23, 24.

The Director would like to close the library on Friday, August 12 for an In-Service Day.

We will need to provide 8 people for RidgeFest on Thursday, July 28.

The library will need to close at 5 pm on Thursday, July 28 and 2:30 pm on Saturday, July 30 for RidgeFest with the approval of the Board of Trustees.

Circulation Department News

June started the new Circulation schedule. Circulation clerks now work either a 4 or 6 hour shift Monday-Thursday. Betty and Janis work every Friday. The weekend rotation changed from 3 to 4 weeks. So far everyone seems to be adjusting well to the new schedule.

Library page Kaitlyn started the weekend rotation at the circulation desk. She will also help at the circulation desk when needed.

SVA Robo-calling started this month. It is an automated call similar to calls made by Walgreens and CVS. Some training of the patrons is necessary because it is an 800 number. We also offer the options of text and email notices. Robo-calling frees up the circulation staff to help patrons and work on other projects.

Youth Services Department News

The Youth Services Department offered 44 programs in June with 1,960 library patrons attending the programs. Summer Reading started with a kick-off Party on Saturday, June 4th with Smarty Pants Presents the Balloon Olympics. The fun continued that week with a Trivia Showdown Game Show and a Bubble Show. It was a great opening week for Summer Reading activities! We also offer many other Summer Reading programs that include: Lego Robotics Club, Drop-in Crafts, Teen Tuesdays, Bingo, Reading Buddies, Born to Read Storytime, Storytime with the Director, Minute to Win It Fridays, and Lego Club. The Chicago Ridge Park District Summer Camp has brought in approximately 450 visitors to our library this month. Many of the children tell us that this is the only time that they visit the library. During their visits they explore the library, checkout books, and participate in Summer Reading programs. Our Volunteering program is off to a great start! We have 114 teens signed-up to volunteer and they

have volunteered 417 times this month. I have been in contact with the Village of Chicago Ridge to see if we can have our library programs advertised on the Village sign and website. I am working with George to accomplish this goal. This month our year 2 Project Next Generation Grant came to a close on June 28th where all of the completed projects were on display for the community. Please click on the following link to view our Project Next Generation video <https://youtu.be/NtY8gNxFXHo>. This month we wrote and submitted a grant for consideration for a FY 2017 year 3 Project Next Generation Grant.

Adult Services Department News

The Adult Summer Reading Program is off to a great start. We have distributed 113 BINGO cards to patrons. Because of the BINGO cards, we have had many inquiries about services and database of which are patrons have been unaware.

Angeline Powers resigned as Adult Services Programming Coordinator. Her last day was June 24. After interviewing internal and external candidates for the position, we have hired Lori Lysik as the new Programming Coordinator. Lori has worked for several years in circulation and will finish her LTA certificate this fall. She will begin in Adult Services on July 11.

We had 18 people attend our summer concert Mo’ Beat Blues. Crafts and movies remain big draws. The library did not schedule programming with Sertoma in June. We will resume our partnership with Sertoma in July.

SWAN has run into difficulties running reports for June statistics. I will have them available next month. I have now included charts for circulation stats as well as library use.

MEETINGS/WORKSHOPS ATTENDED

Meeting/Workshop	Date(s)	Who Attended	Department
Circ Manager’s Meeting	6-8-16	Melinda	Circulation
Reaching Forward Wrap Up	6-17-16	Melinda	Circulation
Adult Reading Round Table	6-2-16	Eva	AS
RAILS Member Update	6-9-16	Rose	Admin
SSLAM	6-9-16	Rose	Admin
Directors Roundtable Management Association	6-14-16	Rose	Admin

COMMUNITY EVENTS ATTENDED

Event	Date(s)	Who Attended	Department
Ridge Central Field Day	6/1/16	Irene and Sam	YS
Park District Play Camp	6/16/16	Irene	YS

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

Trustee Boyer discussed the ATLAS Trustee Workshop.

TRUSTEE COMMENTS

No Trustee Comments at this time.

ADJOURNMENT

They're being no objections; the meeting was adjourned at 9:25p.m.

Respectfully submitted,

X

Brittany Luna
Business Assistant

X

Mary Jo Janik
Secretary