

*Minutes of Regular Meeting  
Board of Trustees, Chicago Ridge Public Library  
April 11, 2022*

***CALL TO ORDER AND ROLL CALL***

President Fitzgerald called the meeting to order at 7:02 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Janik, Pawlowski, and Werley. Also present were Director Dana Wishnick and Administrative Manager Brittany Lies.

***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 March 14, 2022.

It was moved by Trustee Grabinski and seconded by Trustee Werley.

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF MARCH 14, 2022 BE APPROVED

AYES.....	Fitzgerald, Fletcher, Grabinski, Janik, Pawlowski, and Werley
NAYS.....	None
ABSENT.....	Sujak
ABSTAIN.....	None

***FINANCIAL REPORTS AND APPROVAL OF BILLS***

It was moved by Trustee Grabinski and seconded by Trustee Pawlowski.

- ❖ THAT THE MARCH 2022 INCOME STATEMENTS AND BALANCE SHEETS BE APPROVED

AYES.....	Fitzgerald, Fletcher, Grabinski, Janik, Pawlowski, and Werley
NAYS.....	None
ABSENT.....	Sujak
ABSTAIN.....	None

It was moved by Trustee Grabinski and seconded by Trustee Pawlowski.

❖ THAT THE APRIL 2022 CLAIMS LIST IN THE AMOUNT OF \$105,396.27 BE APPROVED

AYES.....	Fitzgerald, Fletcher, Grabinski, Janik, Pawlowski, and Werley
NAYS.....	None
ABSENT.....	Sujak
ABSTAIN.....	None

***COMMUNICATIONS***

The library received a positive comment card.

***DIRECTOR'S REPORT***

Circulation Lead, Elizabeth Wald, resigned on March 31, 2022. The library is advertising for three positions; Part Time Circulation Clerk - IMRF, Part Time Circulation Clerk, and a Temporary Summer Assistant.

The library has received about 52% of this year's levy in March.

Administrative Manager Brittany Lies and Director Dana Wishnick spoke to CIBC regarding interest rates for a CD. The library has also looked into reopening an Illinois Funds account, where interest rates are higher.

Sangoma has shipped the new phones and the install is expected to start in May.

The library saw high numbers in visitors, checkouts, and program attendance in March. Youth Services has started in-person programming. Staff actively promoted library card sign ups to visitors and have seen an increase in new patrons. Postcards will be sent to new residents to inform them of the library services and their opportunity to get their library card and a tote bag.

Administrative Manager Brittany Lies and Director Dana Wishnick have set up ACH credit payments as well as a procedure manual. Administrative Manager Lies will set up the payment, Director Wishnick will send the payment after board approval. The board recommends adding the Treasurer to the account as a backup.

***COMMITTEE REPORTS***

No Committee Reports at this time.

***UNFINISHED BUSINESS***

No Unfinished Business at this time.

***NEW BUSINESS***

The Public Comment Policy has been revised to add in a time limit of 30 minutes for public comments. The board also recommends adding in an annual review date timeline.

It was moved by Trustee Pawlowski and seconded by Trustee Grabinski.

❖ THAT THE REVISED PUBLIC COMMENT POLICY WITH THE BOARD RECOMMENDATION BE APPROVED

AYES..... Fitzgerald, Fletcher, Janik, Grabinski, Pawlowski, and Werley  
NAYS..... None  
ABSENT..... Sujak  
ABSTAIN..... None

It was moved by Trustee Grabinski and seconded by Trustee Werley.

❖ THAT THE ABILITY TO START ACH PAYMENTS & THE WRITTEN ACH PROCEDURES BE APPROVED

AYES..... Fitzgerald, Fletcher, Janik, Grabinski, Pawlowski, and Werley  
NAYS..... None  
ABSENT..... Sujak  
ABSTAIN..... None

The Board reviewed the IL Standards: Chapter5 Building Maintenance with the maintenance excel checklist that Administrative Manager Brittany Lies created.

Illinois Funds were discussed with no action made at this time.

The Board will let Director Wishnick know who can attend the May 21, 2022 ATLAS Trustee Training at the May board meeting.

***TRUSTEE COMMENTS***

Trustee Pawlowski inquired about the free \$2 printing to cardholders. This cost is included in our monthly copy invoice.

Trustee Werley wondered if the homebound service will still be available once the bookbike has arrived. The answer to this question is yes.

Adult Services continues to maintain the Little Free Library at the Metra Station.

Director Dana Wishnick will be out for two weeks on a family emergency.

Chicago Ridge Police Officer Broder spoke with library staff on the behavioral training he had recently learned, in which staff appreciated his feedback.

***ADJOURNMENT***

There being no objections; the meeting was adjourned 8:18 p.m.

Respectfully submitted,

X

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Brittany Lies  
Administrative Manager

X

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Stan Pawlowski  
Secretary