

*Minutes of Regular Meeting
Board of Trustees, Chicago Ridge Public Library
December 13, 2021*

CALL TO ORDER AND ROLL CALL

President Fitzgerald called the meeting to order at 7:06 p.m. Responding to roll call were Trustees Fletcher, Grabinski, Janik, Pawlowski, Sujak, and Werley. Also present were Director 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 November 8, 2021.

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

- ❖ THAT THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 8, 2021 BE APPROVED

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

FINANCIAL REPORTS AND APPROVAL OF BILLS

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

- ❖ THAT THE NOVEMBER 2021 INCOME STATEMENT AND BALANCE SHEET BE APPROVED

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

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

❖ THAT THE DECEMBER 2021 CLAIMS LIST IN THE AMOUNT OF \$96,653.75 BE APPROVED

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

COMMUNICATIONS

The Reporter highlighted the library with various events. Comment cards were read. The library received positive reviews on Google and Facebook. Youth Services received a thank you card and included Youth Services Manager Ciciora in a Tweet for her Zoom class event.

DIRECTOR’S REPORT

Circulation Clerk Sara Palomo has been promoted to Adult Services Assistant. Eileen Tranowski has been hired as Circulation Clerk. Circulation Clerk Jasmine Jennings is resigning on December 14, 2021 and Youth Services Associate Paula Johnson will be returning early January 2022.

The Village has completed the sidewalk repair.

High winds on December 5th and 6th caused power loss throughout the Ridge which resulted in a power surge that blew fuses on one HVAC unit and blew fuses and the motor on a second unit. Administrative Manager arrived at the library to find Bob Smart from the fire department. The repairs have been replaced.

The library has received about 96% of it’s levied property taxes.

Director Wishnick has filed for E-Rate and is awaiting for three company proposals.

The ECF grant has been received for the purchase of new Chromebooks and laptops.

Two databases have been added, Pronunciator and AtoZ Databases.

The library is looking to highlight the ways our library is used and to share stories with the community. The first story, promoted through our social media, came from a patron’s rave review of Youth Services Manager Irene Ciciora.

Study Rooms continue to be highly popular with usage up to 188%.

The library was highlighted during the Association of Bookmobile and Outreach Services StoryWalk Facebook event.

The new bookbike should be delivered by the beginning of Summer 2022.

COMMITTEE REPORTS

No Committee Reports at this time.

UNFINISHED BUSINESS

No Unfinished Business at this time.

NEW BUSINESS

It was moved by Trustee Janik and seconded by Fletcher

❖ THAT THE 2022 LIBRARY HOLIDAY CLOSINGS BE APPROVED

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

It was moved by Trustee Werley and seconded by Trustee Pawlowski

❖ THAT THE 2022 BOARD MEETING DATES WITH A START TIME OF 7:00 PM BE APPROVED

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

2022 Holiday Dates

January 1, 2022
 January 2, 2022
 April 17, 2022
 May 8, 2022
 May 30, 2022
 July 4, 2022
 September 5, 2022
 November 24, 2022
 December 24, 2022
 December 26, 2022
 December 31, 2022

2022 Board Meeting Dates

January 10, 2022
 February 14, 2022
 March 14, 2022
 April 11, 2022
 May 9, 2022
 June 13, 2022
 July 11, 2022
 August 8, 2022
 September 12, 2022
 October 10, 2022
 November 14, 2022
 December 12, 2022

President Fitzgerald suggested the library update the employee holiday policy by adding floating holidays to recognize the diversity of our staff and the holidays they celebrate.

The Finance policy has been revised.

It was moved by Trustee Janik and seconded by trustee Grabinski

❖ THAT THE REVISED FINANCIAL POLICY WITH THE SUGGESTED EDIT APPROVED

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

The Gifts & Donations policy has been revised.

It was moved by Trustee Pawlowski and seconded by Trustee Janik

❖ THAT THE REVISED GIFTS & DONATIONS POLICY BE APPROVED

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

It was moved by Trustee Grabinski and seconded by Trustee Werley

❖ THAT THE INVESTMENT OF PUBLIC FUNDS POLICY BE APPROVED

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

Director Wishnick gave the Board an overview of the Per Capita Grant.

The library is working on the 2022 Strategic Planning with the goal of “Back to Basics” which will focus on collection development, patron registration, and marketing.

A discussion was held regarding the Executive Session minute review.

It was moved by Trustee Grabinski and seconded by Trustee Janik

❖ THAT THE RELEASE OF THE CLOSED SESSION MINUTES AS OUTLINED IN THE ATTACHED SCHEDULE BE APPROVED

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

TRUSTEE COMMENTS

Trustee Pawlowski inquired about a new bike rack.

President Fitzgerald gave praise to staff for their hard work and wished everyone a Happy Holiday.

ADJOURNMENT

There being no objections; the meeting was adjourned 8:34 p.m.

Respectfully submitted,

X

Brittany Lies
Administrative Manager

X

Stan Pawlowski
Secretary